

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Steve Fewell, Thomas DeWane
Allan Jamir, David Steffen, Richard Schadowald

ADMINISTRATION COMMITTEE

Thursday, September 25, 2014

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 28, 2014.

Comments from the Public

1. Review minutes of:
 - a. Brown County Housing Authority (August 18, 2014).

Communications

2. Communication from County Board Chairman Moynihan re: Conducting County Business by use of electronic capabilities. *August Motion: To refer communication and information gathered thus far to Technology Services for the purpose of presenting a report to this Committee regarding costs and savings.*

Technology Services

3. Director's Report.

Human Resources

4. Budget Status Financial Report for August, 2014.
5. Activity Report for August, 2014.
6. Director's Report.

County Clerk

7. Budget Status Financial Report for August, 2014.
8. Resolution to Assess a Charge for Data Entry of Dog Licenses. *August Motion: To refer back to staff until the next meeting for Corporation Counsel to provide specific response to the Committee in writing; also referred from September County Board.*

Corporation Counsel

9. Monthly Report for August, 2014.

Child Support

10. Budget Status Financial Report for August, 2014.
11. Director Summary.

Department of Administration

12. Budget Status Financial Report for August, 2014.
13. Budget Adjustment Log.
14. Director's Report.

Treasurer - No agenda items.

Other

15. Audit of bills.
16. Such other matters as authorized by law.
 - a. Discussion regarding setting the date and time for the Administration Committee Budget Meeting.
17. Adjourn.

Steve Fewell, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, August 28, 2014 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Fewell, Supervisor Schadewald, Supervisor Steffen, Supervisor Jamir,
Excused: Supervisor De Wane
Also Present: Troy Streckenbach, Chair Moynihan, Brent Miller, Sandy Juno, Chad Weininger, August Neverman, Cora Haltaufderheid, Maria Lasecki, child support workers, other interested parties

I. Call to Order.

The meeting was called to order by Vice Chair Allan Jamir at 5:30 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Schadewald, seconded by Supervisor Steffen to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of July 24, 2014.

Motion made by Supervisor Steffen, seconded by Supervisor Schadewald to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

1. Review minutes of:

a) Housing Authority (July 21, 2014).

Motion made by Supervisor Schadewald, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

b) Northeast Wisconsin CDBG – Housing Region Committee Meeting (June 3, 2014).

Motion made by Supervisor Steffen, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

2. Budget Status Financial Report July, 2014.

Motion made by Supervisor Schadewald, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Director Summary including SPSK Grant Participants Presentations.

Child Support Director Maria Lasecki indicated that the report in the agenda packet was all inclusive. There were no questions on her report and Lasecki then invited a number of participants from the SPSK (Serving Parents Serving Kids) grant program to come forward. She indicated that it was the idea of these men to let the Committee know how the program has benefited them and what they have accomplished as a result of the program. A number of Child Support Agency staff was also in attendance to show support as they believe very strongly in the program.

-Jeremy Keyser of Green Bay thanked Lasecki for allowing him to speak as well as for her work in this program. He also complimented Terry Wolfram and James for their work. Keyser indicated that he has lived in Green Bay and De Pere his whole life and before he was involved in this program, he thought that Child Support was out to chase him down and not willing to work with him. Through the SPSK program, he has received a lot of guidance and confidence that was unexpected but much appreciated. He is now working and he attributes his success to the SPSK program.

-Jason Andrews echoed what Jeremy just said. He said that before the class, he had this misconception of Child Support that they were all for the custodial parent and out to get the non-custodial parent. He continued that the SPSK program brought him hope and for the first time in a long, long time he believed in bettering himself, not only for himself but also for his children. He stated that Maria, Bonnie Defnet and James have given him full support and James is constantly in touch with him and wants everyone to find a job. He had an interview at Seek and has some other feelers out about jobs. Andrews also stated that he has learned more in two weeks about parenting than he has in all his life as a father. This program has put him on the road to finding a better job and being a better parent.

-Chad Meyer stated that everyone he has worked with in the program has been great and he was proud to say that he had recently had an interview and got the job!

Chair Fewell arrived at 5:36 p.m.

-Jordan Mendez stated that like the others, he always felt that Child Support was out to get him, however he found that Bonnie was really a nice lady. He also noted that James had been a great help to him. Mendez said that he spilled his guts to James and told him that he had a bad background including criminal matters going back to a young age. He was tired of these prior issues sticking to him and he wanted to get past them. He was happy to report that he has found a job doing what he wanted to do and has been working for four months for a good, well-respected construction company.

-Josh Henke stated that seeing is believing. He stated that when he was asked to take the SPSK class he didn't expect much and was not too excited about it. He noted that three days after graduating from the program he had a job. He is currently working at a converting company and it is the best job he has ever had. Henke continued that in the past he had been a crappy parent. He stated that he had some demons in the past and had some drug issues that landed him in prison when his kids were very young. Six years later he was released and it took several years to realize he could be a better parent. He stated that because of Bonnie, Terry and James, his eyes have been opened and he actually now believes in himself. He thanked everyone in the program from the bottom of his heart and stated that he never realized that there were actually people out there to help him and believe in him.

-Troy Gail stated that he learned from the SPSK program that everyone has different issues. He stated that he has eight kids and when you want to see your kids but you owe support, it's just another obstacle to try to overcome. Troy stated that James encouraged him to push forward and taught him the serenity prayer and to accept the things he cannot change. Troy also complimented the ladies involved with the program and noted that they spoiled the participants by giving them lunch and snacks every day which he appreciated. He also appreciated the Child Support workers who took the time to sit in on sessions and learn their stories. He stated that he is trying to keep up on his support and noted that he has also learned not to direct negative energy at the other parent. Now he is able to pick up the phone and tell his kids that he loves them without the other parent not letting him do that. He stated that the program is truly an

unbelievable blessing and he thanked them for the program and hoped that the program would continue.

-Fadrian Smith stated that he got in the program to try to find resources to help get him through certain situations. He noted that before the program he had not been able to see his kids for quite a long time. Since being in the program he has been able to see his kids and he was happy to say that he had just come from his son's football game! He also noted that he is currently working two jobs and he thanked everyone involved with the program for their help and support.

-Ryan Leonard gave hats off to everyone involved in running the SPSK program. He noted that there is a 50-50 chance of getting into the program and he felt bad for those that do not get in because it is such a blessing and has been so helpful. He stated that the advocacy and moral support was awesome. He stated that before the program he always felt like the bad guy running and avoiding child support. He stated that he now feels that the olive branch has been extended and he understands that Child Support and this program is there to help. He stated that writing a check for child support is now much easier and he noted that it was also nice to hear stories from others in the program to see that there were other people going through the same things he was. It really gave him motivation to go out there and better his life. He stated that the program really has been a blessing.

Supervisor Schadewald thanked the participants for coming and sharing their stories with the Committee, noting how difficult it is to get up and talk in front of a group. He offered his congratulations to all and noted that participating in the program would be the beginning of a much, much better future.

Chair Fewell thanked the participants for coming forward and taking the time to tell their stories. He indicated that the Committee really does very little other than supporting the people who run the programs and he hoped that the Committee did that well.

Supervisor Steffen indicated that in all the years he has been on the County Board and Village Board he has sat through hundreds of hours of meetings, and the last 15 minutes of this meeting has been the most impactful and inspiring to him as a public servant. He thanked the participants for coming and wished them all well.

Supervisor Jamir also thanked the SPSK participants for coming to address the Committee. He reminded them that life is full of moments, every moment is a choice, every choice has a risk and a reward. He encouraged the participants to look at the choice they have made to participate in the program and he urged them to look at the rewards they are receiving because of the choice to participate. Jamir also recognized the Child Support staff for the work they are doing and the difference they are making.

No action was taken on this presentation.

Communications

4. **Communication from County Board Chairman Moynihan re: Conducting County Business by use of electronic capabilities. *Held for a month.***

County Board Chair Pat Moynihan indicated that he is broaching the subject of providing supervisors with electronic devices again although it had been discussed in the past. He looked to TS Director August Neverman to provide figures as to the cost associated with this. Neverman provided the Committee with a handout, a copy of which is attached, that showed what the costs would be to provide mobile devices to each supervisor. Moynihan stated he is trying to eliminate, paper, print and postage costs. Neverman referred to his handout and indicated that the only

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variable figure would be the annual support figure, however, the rest of the figures on the chart are confirmed numbers. Moynihan noted that this is not budgeted in the next supervisor's budget and he thought it was something that could come from the general fund if it was approved. The start-up cost would be about \$32,199. Again, Moynihan noted that he is just trying to get rid of all of the minutia, paper, printing and postage. He shared figures with the Committee as to how much it cost to print and mail the weekly packets.

Supervisor Jamir asked if other similar research had already been done as far as potential savings for print. Moynihan stated there would be a cost savings and noted that it is time to get into the next century. He felt that things are done quite archaically right now. What he would like to see in the near future is for supervisors to have the ability to click on an agenda item on the recording and go directly to that portion of the meeting. He noted that this had been discussed previously and it was held up by the Board. Technology Services then took up the initiative and went ahead and installed the appropriate recording equipment to be able to do this out of their budget.

Schadewald stated that he does not know how to even serve constituents well with paper and he noted that almost everyone is on computers, smartphones and other devices as Moynihan is talking about. He noted that the Howard Suamico District is providing all students from third grade up with computers and the District has really cut out paper in almost all aspects of their operations. He felt that the County must move to this technology in order to serve the constituents effectively. He suggested that maybe several supervisors could volunteer to use computers and move to a paperless system and serve as a pilot group to see how it works out. He felt that funds should be made available for either a pilot program for several supervisors to try this out or for the entire Board.

Moynihan also pointed out that from a legal standpoint, if a Supervisor uses his or her own home computer for Board business, that personal computer would be subject to open records law requests. By using County issued laptops, it would be straight forward. It would be a County laptop used for County business and there would be no inter-mixing of personal business with County Business and this would be advantageous. Moynihan is cognizant of Schadewald's idea of a pilot program and he will keep this in mind in moving forward with the budget process.

Steffen noted that officials in Howard have the choice of being supplied with either a laptop or a tablet and everyone from the ages of 42 – 82 are working on their devices and it is working out wonderfully. He continued that the County could look to a local source for the devices but he urged to keep in mind that there are also costs for staff time, assembly time and other things of that nature that would need to be considered. He noted that he would also like to see hyperlinks in meetings online so that someone could click on the agenda item they are interested in and be taken right there. He concluded by saying that he is absolutely in support of providing Supervisors with either tablets or laptops to conduct their business on whether funding came from the Board's budget or the general fund.

Fewell questioned whether they can receive a volume discount to purchase computers. Neverman stated that the prices contained in his handout are the volume prices and they include maintenance costs. Fewell did not like to see packets delivered on a weekly basis that cost up to \$5 in postage. He also noted that on occasion the Sheriff's Department has to deliver the packets and he did not find this acceptable. He also noted that with everything being electronic, when Supervisors are using their phones and computers for personal business as well as County business, it does muddy the waters with regard to open records requests. He wanted to make sure that County business was kept County business and personal business was kept personal business. Moynihan also noted that having laptops would allow Supervisors to access information for questions in meetings right during the meeting. Fewell also felt that each Supervisor having a laptop would make budget time much easier as well.

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Schadewald stated that having a computer would obviously make it much easier to access information and data and therefore with more information he felt that Supervisors could serve their constituents better and more efficiently. He felt that all of the components that would be a benefit in having computers would make it easier for Supervisors to do what they are supposed to do as elected officials. He felt that the Committee should move forward on this.

Motion made by Supervisor Schadewald to move forward with exploring the idea of providing County Board Supervisors with laptops in the next budget cycle. No second.

Weininger asked for clarification of the number of laptops being looked at. Moynihan said it was going to be 28 so that each Supervisor could have one and there would be two spares. Weininger asked if it would be possible to use funds saved on postage and printing to offset the cost of purchasing the laptops. Moynihan responded that there would still be some postage costs; however, they would be less than doing everything on paper. Fewell felt it would be important to see a breakdown of what the costs savings would be in going paperless.

Steffen indicated that if there was a choice between a laptop and a tablet, he would prefer a tablet. He also noted that he knows of some places that provide a stipend if someone chooses to use their own device. Jamir reminded, however, that with that circumstance, the computer would be subject to the open records rules.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to refer communication and information gathered thus far to Technology Services for the purpose of presenting a report to this Committee regarding costs and savings. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

5. **Budget Status Financial Report for June, 2014.**

Deputy Treasurer Mary Reinhard indicated that through the first six months of the year, the Treasurer's office is showing a positive variance of \$316,000 primarily due to higher than expected interest on investments. Falling long-term interest rates year-to-date caused the market value of the bond portfolio to increase \$450,000, offsetting 62% of the last year's market value losses. Reinhard also noted that there have been some savings due to an open position.

Motion made by Supervisor Steffen, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Treasurer's Financial Report for the Month of May, 2014.**

Motion made by Supervisor Steffen, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk

7. **Budget Status Financial Report for June, 2014 and July, 2014.**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. **Resolution to Assess a Charge for Data Entry of Dog Licenses.**

Steffen stated that there had been some discussion between the County Clerk and the Administrator in Howard as to the ability to levy a fee or tax against a municipality by the County Clerk. He stated that he had requested that Corporation Counsel review this and County Clerk Sandy Juno stated that Corporation Counsel has reviewed this.

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Juno stated that this resolution was drafted to enable the County to enact a fee to recover labor costs for Brown County staff to perform municipal dog tag data entry duties for those municipalities that do not use the County-wide dog system. She stated that Howard does not use the system and there is one other municipality that does not use the system either.

Steffen asked if any of the questions that were previously asked were addressed in a formal way. Juno stated that Corporation Counsel has been provided with copies of all correspondence that was had with Howard in this matter and drafted the resolution after reviewing those letters. Juno continued that Brown County, as the administrator of a dog fund, has the ability to charge the administrative costs for handling the program and that is why the additional fee would be charged. It would be for Brown County entering data by municipalities that do not do it themselves.

Steffen noted that the resolution does not reference the statute that pertains to this and says the Clerk can charge a municipality for these services. Juno noted that there is a right to recover the fees.

Schadewald wanted to know if Juno asked Corporation Counsel for an opinion on this and if she was told that Brown County does have the right to enact this fee to recover labor costs for Brown County staff to perform municipal dog tag data entry duties. Steffen stated that that was also his question. Juno responded that she did receive an opinion from Corporation Counsel indicating that it was permissible to charge this fee under Wis. Stats. Sec. 174.05.

Juno continued that there are costs that are part of the tag fee which is a different issue. This resolution has to do with administrative fees for work done by Brown County on behalf of the municipalities. Schadewald asked what statute states that the County Clerk can do this. Juno continued that there has been a dog tag fee for the last 10 – 15 years. This tag fee would stay the same for the municipalities, but there is a 50 cent administration fee that municipalities pay for the tag. This is an additional fee to the municipalities for labor for entering the dog tag information into the system. All municipalities in the County can do this on their own, but some choose not to.

Schadewald asked what municipality other than Howard does not use the system and Juno responded that the other municipality is the City of Green Bay.

Steffen noted that Paul Everett who also gave a detailed response on this is a 20 year municipal attorney and he opined that he did not believe that statutes allow for the County to assess a fee for these services, however he feels that the County would have the right to increase the dog tag fee to cover its costs but not to do a separate charge back to municipalities. He would like the opportunity to get Corporation Counsel's response on this.

Fewell noted that he would be agreeable to a motion to refer this back to staff; however, he would like to know what direction Steffen would like the Clerk to go in the meantime as this would be impactful for the budget which will be published by the next time this Committee meets. Juno responded that she has not included this in her budget for 2015.

Schadewald stated that he would rather know that Corporation Counsel's opinion is correct before the resolution is passed. He felt this should be referred back to staff to communicate with the municipalities this affects. Fewell did not feel that opinions from Howard and the City of Green Bay would be warranted as having three opinions on the table would create further additional problems that could end up in court.

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Juno stated that she would prefer that someone put in a communication to get their questions answered by Corporation Counsel to ensure that they are getting specific answers to their specific questions.

Steffen indicated that Attorney Everett was pretty clear in his e-mail of what he was looking for from Corporation Counsel. Steffen felt it would be helpful to have Everett's e-mail along with the response from Corporation Counsel available for review by the Committee.

Schadewald agreed with Juno in that the best way to handle this may be to submit a communication asking specifically what questions the Committee wanted answered by Corporation Counsel. Fewell noted that he would like to see this resolved as soon as possible as he does not like altering the budget all the time. He noted that this issue was not to take effect until January 15, 2015.

Schadewald asked Juno if this was a budgetary concern for her department at this time. Juno responded that it was not a concern at that time. She noted that they just found out about this recently from their vendor. In order for their program to work correctly, all information needs to be entered. The question then became who will enter the data that Howard and Green Bay is not interested in entering. In order to make the program work, Brown County will have to enter the data and do the work for those municipalities who do not do it on their own and, since Brown County will be doing the work, they will be charging it back in administrative services.

Schadewald asked if this would impact Juno's budget if it was held until September and Juno responded that this will not go into effect until January, 2015. Fewell stated Juno would have to withhold on this from the proposed budget until there is approval to move forward.

Jamir stated that if he is reading this correctly, there are two communities that do not want to use the universal system so the County Clerk's office is using administrative services to do it. As he reads the resolution, Wis. Stats. Sec. 174.07 refers to other administrator activities associated with the dog license program, so that is the license. Sec. 174.09(2) says the County may recover expenses in purchasing supplies and he felt what is being discussed is a service, not a supply. He felt this was a legal thing that needs to be correct.

Motion made by Supervisor Steffen, seconded by Supervisor Schadewald to refer back to staff until the next meeting for Corporation Counsel to provide a specific response to the Committee in writing. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration

9. Budget Report for July, 2014.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Countywide Financial Overview as of June 30, 2014.

Director of Administration Chad Weininger indicated that the County is trending fairly well. There are a few things that stick out, but overall, things are going well. Weininger continued that the Clerk of Courts was pretty far upside down in 2013 but they are now trending positively, however he does anticipate the number to be negative towards the end of the year. Weininger also noted that the Community Treatment Center is running a little short due to an unfavorable client mix, however, when depreciation is deducted and the shortfall decreases, he stated that the projections for 2015 are a little better.

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Motion made by Supervisor Schadewald, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Budget Adjustment Log.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Initial Resolution Authorizing the Issuance of Not to Exceed \$2,440,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin.

Weininger stated that this is to refund and refinance some bonds which should save about \$150,000 over five years. This has been recommended by bond counsel.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Initial Resolution Authorizing the Issuance of Not to Exceed \$4,795,000 General Obligation Airport Improvement Refunding Bonds of Brown County, Wisconsin.

Refunding and refinancing this bond will result in savings of approximately \$525,000 over the next nine years. This has been recommended by bond counsel.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Director's Report.

Weininger noted that the 2013 audit considers Brown County a high risk auditee. Weininger met recently with the auditors to take the necessary steps to make sure that the County is not high risk in the future.

Weininger continued that Purchasing 101 training will be held to go through the purchasing processes. He felt this will be helpful training and will allow for greater transparency and make sure that the ordinances are being followed. Fewell commented that he wished the purchasing process was even more centralized than it is.

Schadewald questioned Public Financial Management Incorporated and asked if that was the County's financial manager. Weininger stated that it was and Schadewald wanted to know how Weininger felt they were doing. Weininger was satisfied and felt that they were fairly decent to work with. HR Director Brent Miller indicated that this had gone out for RFP within the last six months. Weininger clarified that Public Financial Management Incorporated only assists with regard to bonding.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

15. Monthly Report for July, 2014.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services

16. **Budget Status Financial Report for May, 2014 and June, 2014.**

Motion made by Supervisor Schadewald, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **Resolution re: Change in Table of Organization for the Technology Services Department Server, Storage & Virtualization Specialist.**

Jamir asked if there were any functions of the System Security Administrator that are going to be left undone or that will not transfer to someone else on the team. Technology Services Director August Neverman responded that the security position will be doing less of the security work and more of the cleanup work. He stated that they have done a very good job of identifying the problems and instead of hiring another person to find more problems, this person will both identify the problems and fix the problems. They want to try to focus more on the delivery side and less on the application side. Neverman noted they already have some good software in place as well as additional auditing tools. Jamir asked if there was a separation of duties between those finding the problems and those fixing the problems. Neverman responded that they had been putting both eggs in one basket and it is his responsibility to make sure it is done right. He is taking the risk that things are verified and cleared because the Server Specialists will share responsibility in this area. Neverman will still be the oversight to verify that fixes are actually made. Jamir felt it was crucial to have one person identifying the risk and another person fixing it.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

18. **Director's Report.**

Neverman referred to his Director's Report in the agenda packet. He stated that they have reserved BrownCountyWI.gov as well as BC.WI.Gov as new addresses and they are working to see which one of these names may work better. He will keep the Committee advised with regard to this. He indicated that they are also looking at getting rid of the underscore currently used when e-mailing County employees.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

19. **Budget Status Financial Reports for June, 2014 and July, 2014.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. **Activity Report for July, 2014.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

21. **Recommended for Approval: RFP for Employee Assistance Program.**

Human Resource Director Brent Miller stated that he could not find anywhere that the EAP program had been RFP'd. He noted that it is not because we currently have a bad product or are dissatisfied with it, but Miller felt it was important to see what else might be out there.

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Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to approve and recommend to the full County Board. Vote taken. MOTION CARRIED UNANIMOUSLY

22. Director's Report.

Miller wanted to make it clear that Brown County is not terminating employees because of Act 10. He noted that they have reduced unemployment by 55% over last year. Through June of this year \$72,000 has been paid out for unemployment compared to \$132,000 at the same time last year.

Miller also wished to bring the County's attention to the funding loss ratio and noted that the 100% is the breakeven point and this is where you want to be at or less. He noted that the employees are at 94% while the retirees are at 187%. A discussion was held concerning the benefits available to retirees. Miller indicated that there are currently 65 on the program that could be on Medicaid or Medicare and getting a supplement. There are currently 84 retirees on the system that will go until the age of 65 and 8 enrolled over the age of 65.

Miller continued his report by stating that about 84% of employees who are required to complete HIPAA training have done so. He also thanked the Committee for allowing the SPSK participants to talk earlier in the evening. He stated that the times that Committees actually see the benefits of programs are slim to none and he was happy that this Committee could see this presentation. Fewell noted that he was disappointed that this was not done in front of the entire County Board as he felt that there were a number of other Supervisors who would like to see the benefits of the program. Steffen agreed and so did Miller and he acknowledged that it is difficult to get up and speak in front of others, especially about personal struggles.

Weininger noted that the video from tonight's meeting could be played for the County Board if desired. The Committee thought that would be a good idea.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

23. Audit of bills.

No bills were presented; no action taken.

24. Adjourn.

Motion made by Supervisor Schadewald, seconded by Supervisor Steffen to adjourn at 6:54 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

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MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, August 18, 2014, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick–Chair, Corday Goddard, and Adam DeKeyser

MEMBERS ABSENT: Ann Hartman – Vice Chair and Sup. Andy Nicholson

OTHERS PRESENT: Kim Flom, Robyn Hallet, Stephanie Schmutzer, Mai Nou Yang, Patrick Leifker, Nicole Tiedt, and Yvette Tice

APPROVAL OF MINUTES:

1. Approval of the minutes from the July 21, 2014, meeting of the Brown County Housing Authority.

A. DeKeyser made a motion to approve the minutes from the July 21, 2014, meeting of the Brown County Housing Authority meeting. C. Goddard seconded. Motion carried.

COMMUNICATIONS:

2. Letter from HUD dated August 12, 2014, regarding Set Aside Funding.

R. Hallet stated the letter indicates that the Authority received the set-aside funding for which it had applied, for portability. R. Hallet explained the funding is extra funding that, PHAs can apply for if HUD makes it available. The Authority was awarded an extra \$1,164,650.00 with this funding.

K. Flom inquired what the Authority does with the funding.

R. Hallet explained it is HAP payment funding and the challenge is to utilize it as quickly as possible, which will be difficult considering how late in the year the Authority received the funding. We want to try to use it in time for it to have a positive impact on the following year's funding. If the Authority does not use the funding, it may have a negative impact since it would appear to be unspent funding. R. Hallet stated staff has an email in to the HUD Milwaukee office to discuss this further.

T. Diedrick inquired whether the staff has any ideas on how to use the finding.

P. Leifker stated it is to lease up as many as possible, as quickly as possible, but the question staff has for HUD is if HUD would allow PHA's reserves to exceed the 10 percent limit because of the late notice of the funding. If that is the case, then there is not as much of a rush to spend the funding quickly.

R. Hallet stated the concern is staff has been told generally lease ups during the last quarter of the year do not really have an impact on the follow year's funding. There is no way the funding can be used before the end of the quarter. Therefore, the question that the staff needs to discuss with HUD is the 10 percent in the reserve limit and any allowance considering the late notice.

A. DeKeyser inquired about the current waiting list.

P. Leifker stated as of August 1st, the preference waiting list is around 373, which are Brown County residents, broken down into several subcategories. He believes there are over 200 on the non-preference waiting list.

C. Goddard inquired if the reason that it's not possible to spend the money before the beginning of the final quarter is because of a lack of human resources or because of the process?

P. Leifker explained the process to lease up new participants: When an applicant is pulled from the waiting list, they are given two weeks to return the required documents. ICS then meets with the

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applicant to determine their income eligibility. Following that, the applicant attends a group briefing and is issued a voucher. Once the applicant finds a unit, an HQS inspection is scheduled, which needs to pass before the payments can be authorized. That process generally takes two months or more, so there is not sufficient time before September 30th.

A. DeKeyser inquired when the set aside funding was applied for. P. Leifker stated he didn't recall, but HUD had previously anticipated awarding the funds in early June. Therefore, the impact is different now that it is two months later.

S. Schmutzer stated the impact is the highest when funding is awarded in the first quarter; in the last quarter, a new participant is only counts for three months. However, the Authority still has to keep the individual on the program for the entire next year but only gets credit for three months. Therefore, if the Authority is able to hold the funding until January, it would be the most beneficial.

C. Goddard inquired whether there is a process by which to ask questions of HUD. R. Hallet stated staff usually has a telephone conference with their contact at HUD, who is usually very responsive; however, he was out last week and will be out again until Thursday.

A. DeKeyser inquired whether HUD informs PHAs that additional funds are available; PHAs can then apply for them and then are informed of awards. In other words, is the process one that requires PHAs to make a plan then receive the funds or receive the funds then make a plan?

S. Schmutzer explained that Set Aside Funding is usually very heavily prorated; in previous years the funding has been prorated by fifty percent or more. So, PHAs never know how much they will actually receive. S. Schmutzer explained her understanding is PHAs with severe needs are the first priority. The BCHA applied based on port outs; because of the additional costs that come with port outs, this funding is to help shorten the gap between what the Authority is paying for its participants and what a participant in Minneapolis or Chicago is getting paid. Therefore, it is almost like a bonus payment but the Authority does not really know how much it is going to get. It is hard to plan because we cannot know what the proration will be. S. Schmutzer stated this may be the first time the funding has come back that it is not prorated; in previous years that she has seen, it has been \$500,000. S. Schmutzer stated it is detrimental that the Authority was not able to receive the funding earlier.

T. Diedrick asked that R. Hallet keep the Authority informed via email regarding the information from HUD. Diedrick stated HUD's Milwaukee office has been quite reasonable but their hands may be tied too.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications

P. Leifker reported that ICS collected a total of 170 preliminary for the month of July 2014.

B. Unit Count

P. Leifker explained that the unit count for the month of July 2014 was 2,901.

C. Housing Assistance Payments Expenses

P. Leifker stated that HAP expenses for July 2014 were \$1,130,408.

D. Housing Quality Standard Inspection Compliance

P. Leifker reported on the Housing Quality Standard Inspection Compliance report. In the month of June 2014, there were 333 inspections conducted, 193 of which passed on first inspection. Upon re-evaluation, 52 passed inspection and 63 failed. There were 25 no-shows during this time.

A DeKeyser stated he understood the no-shows do not count as a fail and are rescheduled, but inquired how many of the no-shows that actually show up on the rescheduled inspection pass or fail. A. DeKeyser inquired if participants intentionally no-show to provide them with more time because they know they are going to fail.

P. Leifker stated his assumption is simple forgetfulness rather than deceitfulness. There are situations in which ICS knows that landlords and tenants are trying to avoid inspections but a lot of times it is a miscommunication between the landlord and tenant as to who is supposed to be there to let in the inspector.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

Y. Tice reported that there were 247 port-out vouchers in the month of June 2014, with an associated HAP expense of \$198,906. ICS administrative expenses were over-budget by \$11,848. This is primarily because ICS had to pay the HAPPY software for the next five months of the year. Otherwise, YTD ICS is doing fine. The Family Self-Sufficiency administrative funding was under-budget by \$1,593.45.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

N. Tiedt reported that in the month of July 2014, there were 64 Family Self Sufficiency clients, 31 clients with escrow accounts, one graduate, and two new contracts. There was another homeowner who closed in July 2014. There are now 64 homeowners participating in the Homeownership program.

G. VASH Reports (active VASH, new VASH)

N. Tiedt explained that there was 1 new VASH client and a total of 18 VASH participants in the month of June 2014.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker reported that there were six new Langan Investigations assigned for the month of July 2014. Eight previous investigations were closed and two are still active. There were 16 new applications sent for background checks, all of which were approved.

P. Leifker reported a breakdown of fraud investigations by municipality for the month of July 2014, as well as a report of initial applications by municipality.

T. Diedrick noted that a significant aspect of the program is that there are 64 homeowners. The importance of the property taxes that come back to the community shows how valuable the program is for the community to those that question the program. T. Diedrick opines that 64 is a pretty powerful number.

OLD BUSINESS:

None

NEW BUSINESS:

4. Review of responses to RFP for Project Based Vouchers and Approval to award Project Based Vouchers to Senior Homes, Inc.

R. Hallet stated that there was only one application for the RFP for Project Based Vouchers, which was from Parkside Apartments owned by Senior Homes in Pulaski. R. Hallet explained there were three areas that were examined for scoring. When the evaluators scored were averaged, Parkside Apartments scored 85 out of 100. The evaluation team is requesting that the Project Based Vouchers be awarded to Parkside.

C. Goddard inquired about Parkside's past experience.

R. Hallet explained Parkside participated in the Project Based Vouch before. R. Hallet explained it was a positive experience and there were no issues or concerns.

C. Goddard made a motion to award Project Based Vouchers to Parkside Apartments of Senior Homes in Pulaski. A. DeKeyser seconded. Motion carried.

5. Discussion and action regarding new VASH vouchers.

R. Hallet reminded the Authority that the BCHA had been invited to apply for fifteen VASH vouchers. The application has been submitted, however, has not heard a response from HUD yet. Staff is gearing up to be able to issue the VASH vouchers as soon as we are notified that the VASH vouchers have been awarded. The issue at hand is whether the Authority would absorb the existing VASH vouchers that the Authority currently has, which are port in vouchers. She reminded the Authority that the BCHA was not initially issued its own VASH vouchers. Instead, the VASH vouchers currently in use are port in vouchers from Appleton and Racine. They are residents of Brown County and thus are not traditional port in vouchers in that sense. She noted the question is whether the Authority wants to absorb those vouchers, which would quickly put the new vouchers to use. But there are other veterans who are in need of VASH vouchers, so alternatively, the Authority could issue new VASH vouchers to new veterans. That will take long to get them leased up because of the same process that P. Leifker indicated earlier. She explained the staff had a telephone conference with HUD and the VA to discuss this issue. At the end of the conference call, the majority of the participants felt like it was a break-even regardless of the way the Authority chose to go. However, P. Leifker later brought to staff's attention that issuing new vouchers will take longer. An alternative is to not issue all fifteen right away and instead issue ten or so initially. Staff can track how quickly those vouchers are leased up which, for the most part is outside of ICS's control, such as how quickly the client finds a unit and if the unit is going to pass inspection right away. If the vouchers issued are not getting leased up quickly, the Authority could absorb some in order to get them leased up more quickly. R. Hallet still needs to discuss with the Appleton and Racine Housing Authorities to confirm that they would allow some of the leased up vouchers to be ported back in the future if there are additional vets that need them.

R. Hallet stated initially the intention of this agenda item was to ask the Authority to make the decision to lease up new vouchers or to absorb, but at this point staff still needs confirmation from HUD.

K. Flom inquired how many VASH vouchers the Authority currently has. R. Hallet stated there are currently 18 port ins.

K. Flom inquired if the Authority absorbs, there would still be 18 but if new vouchers were issued then it would be 18 port ins and 15 new.

R. Hallet stated this was correct. R. Hallet noted according to the VA there are veterans who are in need of these VASH vouchers. R. Hallet stated in order to help the veterans, it would be better to lease up new vouchers. However, the drawback is the process is going to take some time, which is going to be problematic for the BCHA.

T. Diedrick inquired whether applicants for VASH vouchers are homeless or have apartments. R. Hallet clarified applicants are required to be homeless to qualify for VASH.

T. Diedrick commented applicants are starting from scratch, applying, and then trying to find a place that is going to qualify for the program. T. Diedrick inquired whether the applicants are connected to community agencies such as veteran's agencies. R. Hallet stated that to qualify for VASH, they need to be referred by the VA, so yes, they are connected to such agencies.

C. Goddard inquired whether the timing issue with the process is the same. R. Hallet explained that an issue staff has found with previous VASH clients is, because they are homeless, it takes them longer to find a unit.

A. DeKeyser inquired whether the concern is that if the Authority does not issue the vouchers by a certain time, the Authority will lose them.

R. Hallet explained the concern is the same concern as discussed with regard to the Set Aside Funding. That it would be most beneficial to the Authority to get them leased up before the end of September in order to be reflected on next year's funding.

T. Diedrick inquired if it was correct that VASH vouchers anywhere don't have the same strict criteria the BCHA has with backgrounds screenings. P. Liefker clarified that VASH vouchers have less strict criteria

10

C. Goddard inquired what action R. Hallet would like the Authority to take. R. Hallet suggested that the Authority authorize staff to take the action that the staff, in consultation with HUD staff, finds to be most beneficial.

C. Goddard stated he was having a difficult time understanding why the Authority would not try to house 15 additional homeless veterans.

S. Schmutzer inquired whether the ability to port in would disappear if the Authority issued its own vouchers.

R. Hallet stated it aspect was yet unclear.

S. Schmutzer indicated that if the Authority would be unable to utilize those 18 port ins anymore, that would be problematic. But if the Authority could still assist 15 additional vets, that would be optimal.

R. Hallet explained staff still needs to clarify the issue with Racine and Appleton of whether they would allow the BCHA to use more port in VASH vouchers if we absorb the existing ones. Additionally, because there are veterans that still need vouchers, if the Authority were to absorb, which basically leases up the fifteen newly awarded vouchers immediately, if Racine and Appleton will allow the BCHA to take more VASH vouchers in as port ins.

T. Diedrick stated if they do not, the Authority is better off staying as it currently is. R. Hallet concurred with leasing up fifteen new ones if that is the case.

T. Diedrick noted it is important to make sure the Authority could keep those port ins and that is why the staff discussed and decided to apply for VASH vouchers.

A. DeKeyser inquired why the Authority did not have VASH vouchers prior to now.

R. Hallet explained, according to what she was told, when the VA determined where there are homeless veterans that need VASH vouchers and Green Bay was identified as such a community. However, when it came to HUD actually dispersing the VASH vouchers, for some unknown reason, Green Bay/Brown County was overlooked.

C. Goddard inquired whether staff needed an answer today or could the item wait until next month's meeting to have more information.

R. Hallet stated staff does not know when they will receive a response from HUD, but as soon as the vouchers are awarded, staff would like to take immediate action so the vouchers could be leased up. R. Hallet stated she would not want to hold the item until next month because if the staff receives a response from HUD in the meantime, they would like to be able to proceed.

K. Flom suggested if the Authority is amenable to the motion, staff can send an email to them as soon as they hear from HUD regarding the information. If the email raises any concerns, the item can be put on hold until the next meeting. If no concerns arise, staff would have the motion already in hand to take action if needed.

T. Diedrick stated he would want the motion to reflect that the Authority would utilize the new VASH vouchers but not lose the ability to use the current vouchers in any way. The Authority would utilize the vouchers in a way that would be maximum utilization of the previous vouchers and any new vouchers issued.

C. Goddard made a motion to move forward with the VASH vouchers according to HUD's advice, and notify the Authority members, with an opportunity to ask questions, and that the BCHA gets the maximum utilization of the VASH vouchers. A. DeKeyser seconded. Motion carried.

6. Public hearing to receive input on the Brown County Housing Authority 2015-2020 Five-Year and 2015 Annual Agency Plan.

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R. Hallet stated the BCHA 2015-2020 Five Year was provided in the packet but updates were since made so it is being provided as an additional handout to show the changes. R. Hallet stated this meeting serves as the public hearing. However, no one from the public attended.

T. Diedrick inquired whether the meeting was advertised as a public hearing.

R. Hallet confirmed it was. R. Hallet stated the actual approval of the plan by the Commissioners is item #7 in the agenda. R. Hallet stated considering no one from the public has appeared for the meeting, we could move on to item #7

7. Review and approval of Brown County Housing Authority 2015-2020 Five-Year and 2015 Annual Agency Plan.

R. Hallet reviewed the highlighted changes. R. Hallet stated she did not believe the term MTCS is in use anymore so it was changed to SEMAP in regard to the lease up factor. The next highlighted section, R. Hallet stated the indicated change specifies the activities toward deconcentration. The next highlighted area regarding the State's TRIP system had some wording changes as well as the correct full name for TRIP. R. Hallet stated the next section has changes for measurability.

R. Hallet noted Section 5.2 is goals and objectives that the Authority is required to establish for the next five years. Therefore, staff looked at the previous goals and if they were realistic to continue or whether they needed to be changed. R. Hallet noted several of the goals have been changed from previous goals.

P. Leifker reviewed the remainder of the Five-Year Plan: He explained section 7.0 highlighted the Project Based Voucher changes, noting the changes made the plan more specific including the maximum number of Project Based units which is 600. Another specific change is specifying the use of Project Based vouchers in areas that experience lower HCV utilization, such as with the RFP for rural housing. P. Leifker highlighted the changes on page 3 regarding the Consolidated Plan both locally and State. P. Leifker noted neither the local nor the State plans were completed prior to the Authority having to complete the five year plan, therefore the plan used information from their 2010 plan as well. P. Leifker noted Page 10 was entirely highlighted as having changes because he previously re-evaluated the goals that were set on the previous five-year plan as opposed to the most recent five-year plan. So he updated this entire section. One of the goals to continue focusing on is to continue to improve the quality of assisted housing, utilize policies and procedures to adjust customer experience, and gain high performance status for the next five years. The BCHA has earned high performance status six out of the last seven years. P. Leifker highlighted some of the other goals that are continuing include the continuation of the high integrity of the HCV program, which includes the partnership with Langan & Associates.

T. Diedrick noted one of the great aspects regarding deconcentration is the goal to providing a good living environment. T. Diedrick opined that he believes this is one aspect that is often overlooked and many believe a majority of the vouchers are located in Green Bay. T. Diedrick stated it is important to let the public know how much has been done towards deconcentration.

P. Leifker noted progress in that area is the regards to the goal of a maximum of 70 percent of the vouchers used within the City of Green Bay census tracts. Currently the program is at 68 percent. P. Leifker noted this is a notable improvement from where the number used to be.

P. Leifker highlighted the goal of promoting self-sufficiency and asset development. This was a goal the program was unable to meet this past year: the goal was for 1 percent or less of the families on the HCV program to be at zero income. This was unrealistic as the present statistic is four percent. The goal was adjusted to two percent.

A DeKeyser made a motion to approve of the Brown County Housing Authority Five Year Plan. C. Goddard seconded. Motion carried.

INFORMATIONAL:

8. Update on fraud recovery.

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R. Hallet stated N. Aderholdt provided a brief summary regarding fraud recovery. R. Hallet highlighted \$991,750.23 remains due. The total collected is \$556,333.59. There are 4892 fraud cases, of which 141 have been satisfied. There were 13 new cases filed in 2014, of which four are open for trial. R. Hallet stated clients who have committed fraud are not eligible for assistance through any PHA until the money has been paid, which may be one of the biggest incentives for individuals to pay. Other incentives to pay are the judgments against them and the TRIP program.

A. DeKeyser inquired whether staff knows how the BCHA compares to other PHAs.

T. Diedrick stated very few PHAs are taking these measures.

C. Goddard inquired whether the recovery goes into a separate fund.

S. Schmutzer stated there are two ways to report fraud recovery money to HUD: A PHA can document the actual expenses, including staff time, on fraud recovery and thus retain more than 50 percent of the recovered amounts if the actual expenses exceed 50 percent. The BCHA has opted for option two which is splitting the recovered funds 50/50. In this case, half goes to administration and half goes back to the HAP program. This is the most common way that PHAs approach it. She then explained this is the more beneficial option to the BCHA and there is much less documenting in the process.

T. Diedrick stated the fraud recovery efforts and partnerships such as with Langan & Associates shows the dedication of the Authority and staff to the program and the value of the funds allocated to the Authority. Staff is taking measures to make sure only those who are eligible are receiving program assistance.

BILLS:

S. Schmutzer highlighted some items with the bills, including a payment for insurance and auditing expenses. She stated the audit is winding down and should be wrapped up shortly.

T. Diedrick explained the bill with his name on was for the mileage reimbursement expense.

C. Goddard made a motion to approve the bills. A. DeKeyser seconded. Motion carried (T. Diedrick abstained).

FINANCIAL REPORT:

S. Schmutzer noted nothing significant stood out. The Authority did receive an additional \$28,000 for administrative funds from HUD for the first quarter.

STAFF REPORT:

9. Date of next meeting: To be discussed

R. Hallet stated the date of the next meeting conflicted with the WAHA Conference. Alternative times include earlier the same day of September 15, 2014 at 1:00 p.m. or the Monday of the following week, September 22, 2014 at 3:00 p.m. A. Nicholson did not respond to an email inquiring of the Authority members' preference, but September 22 appeared to be the preferred date for everyone else. The next meeting will therefore be September 22, 2014 at 3:00 PM.

For other staff reports, R. Hallet stated the Housing Intern M. Yang has found a full-time position and will be leaving her role as intern. R. Hallet noted the Authority will be looking for a new intern

The meeting was adjourned at 3:54 p.m.

mny:rah:jd

BOARD OF SUPERVISORS

Brown County



2444 BABCOCK ROAD
GREEN BAY, WISCONSIN 54313
PHONE (920) 544-8322

PATRICK W. MOYNIHAN, JR.
SUPERVISOR - DISTRICT 22

TO: Brown County Administration Committee

FROM: Patrick W. Moynihan, Jr.
Chairman, Brown County Board of Supervisors

DATE: July 16, 2014

SUBJECT: Conducting County Business by Use of Electronic Capabilities

Presently, 2.13 (5) (F) of the Brown County Code of Ordinances reflects that recording secretaries must include in each County Board Standing Committee, Commission, Board, etc. meeting minutes, all motions, actions taken on motions and discussion pertinent to the subject matter. I find this practice both time consuming from the secretarial perspective and costly in terms of tax dollars (ink, paper, postage, potential staff overtime, etc.). Nevertheless, during the previous supervisory term, the County Board chose to continue this practice.

Therefore, for your consideration, as an alternative to the aforementioned, I request that we as a board, working in concert with Technology Services, investigate the types of products (i.e. Laptops, Tablets, etc.) offered in today's electronics market and the associated costs incurred. Perhaps by taking this approach, we may find that the county board may conduct business in a more "paperless" fashion, thus potentially saving tax dollars.

I respectfully ask that we undertake this request.

Regards,

A handwritten signature in black ink, appearing to read "Patrick Moynihan, Jr.", written over a horizontal line.

Patrick W. Moynihan, Jr.
Chairman, Brown County Board of Supervisors

Brown County Board of Supervisors Portable Computing Proposal September 2014

Prepared by August Neverman, CIO, Technology Services



Introduction

Throughout the country and through Wisconsin many government entities are going paperless in government operations.

Within Wisconsin there are a number of Counties, cities and other public boards moving to computers and tablets as their mechanism for board operations.

Current State and History

This has been discussed previously and Tom Lund has had a prototype solution. The county has a program for employees that permits personal devices as long as they are county managed/protected. The personal devices may or may not be reimbursed. If the employee needs a device based on Dept Head need, they will be reimbursed. If the employee is requesting access and there is no departmental need, the employee may still get email/calendar access if the Dept head approves, however there is no reimbursement. If the employee does not want to use a personal device and a device is required the employee will be provided a county mobile device.

Brown County Device Comparison Table

	Android	iPad	Windows	Chromebook
Multiple Browsers	✓	✓	✓	✗
Does NOT require Anti-Virus	✗	✓	✗	✓
Java Support	✓	✗	✓	✗
Long Perceived Runtime	✓	✓	✗	✓
Keyboard	Optional	Optional	✓	✓
Touch	✓	✓	Optional	Optional
Market Share 2013	12.8%	23.2%	50.0%	14.1%
BC TS Recommendation	2nd	1st	3rd	NO
Device Cost	\$658	\$599	\$1,415	\$339
TCO	\$520	\$520	\$851	\$520 *est

Recommended

Value

There are many benefits from the use of mobile computing devices for County Business for the Board of Supervisors.

1. **Open Records Compliance.** The device is County owned and gives supervisors a single device that eliminates the risk of a personal computer or email from being subject to open records.
2. **Security.** The device is centrally managed and therefore all county data will be protected.

3. **Cost Savings.** There is some cash savings in the elimination of printing and mailing of the agendas for each of the committees.
 - a. Annual Postage: 2013 \$2,713; 2014 YTD \$1,450.
 - b. Annual Printing: 2013 \$4,340; 2014 YTD \$2,183.
4. **Productivity.** Supervisors will have immediate access to records, avoiding the need for follow-up meetings and eliminating confusion. The supervisor will have full county records access anywhere they have wireless internet access.
5. **Better Decisions.** Since information access will be streamlined, and information will be accessible anywhere the supervisor has Internet access,
6. **Ensures public access.** By focusing on web based distribution, the public will receive the benefit of having the same public records access as the board members.

Village of Howard is already using tablets and computers, and there are numerous other counties using iPads as noted in Attachment 3.

Recommendation

Brown County Technology Services recommends

1. The purchase of 26 iPad's for the Board of Supervisors.
2. Budgeting for
 - two spare iPads per year
 - a 3 year lifecycle on iPads
 - full TS support at the costs noted in Attachment 1 and Attachment 2
3. Consider the use of software such as Granicus which creates a framework for all documents and video for both the board and the public.

COST

The table below is a cost estimate for the outlay and labor for the recommended solution.

	Year 1	Year 2	Year 3	Year 4	Year 5
Direct Expense	\$22,021.74	\$6,229.98	\$6,229.98	\$22,021.74	\$6,229.98
Hardware/Software					
Labor Outlay	\$ 9,156.80	\$ 7,284.60	\$ 7,284.60	\$ 9,156.80	\$ 7,284.60

Attachment 1: Cost Summary

	Cost Basis	Platform	Year 1	Year 2	Year 3	Year 4	Year 5	Notes
Device Cost	\$599 + \$58.99 case	ipad or android tablet	\$ 17,107.74	\$ 1,315.98	\$ 1,315.98	\$17,107.74	\$ 1,315.98	RECOMMENDED Purchasing Tablets with cases
	\$1399 + \$16.00 laptop bag	laptop	\$ 36,790.00	\$ 2,830.00	\$ 2,830.00	\$36,790.00	\$ 2,830.00	Purchasing Laptops with Laptop Bags
	\$60,000/yr \$5000/mo \$1154/wk							
IT Admin Cost annual Maint	including benefits \$34.20/hr	ipad or android tablet	\$ 7,113.60	\$ 7,113.60	\$ 7,113.60	\$ 7,113.60	\$ 7,113.60	Overall TABLET support including central app delivery and maint
	\$34.20/hr	laptop	\$ 14,227.20	\$ 14,227.00	\$ 14,227.00	\$ 14,227.00	\$ 14,227.00	Overall LAPTOP support including central app delivery and maint
Unit Setup	\$34.20/hr	ipad or android tablet	\$ 889.20	\$ 34.20	\$ 34.20	\$ 889.20	\$ 34.20	3yr life estimate for Both, setup is shorter on tablet
	\$34.20/hr	laptop	\$ 1,778.40	\$ 68.40	\$ 68.40	\$ 1,778.40	\$ 68.40	setup is an image process on laptop
Image Creation and updates	\$34.20/hr	ipad or android tablet	\$ 1,154.00	\$ 136.80	\$ 136.80	\$ 1,154.00	\$ 136.80	Image maintenance only on version releases or major bugs
	\$34.20/hr	laptop	\$ 2,308.00	\$ 410.40	\$ 410.40	\$ 2,308.00	\$ 410.40	Requires Monthly image maintenance
Cell 4g LTE	\$60/mo 5gb internet	ipad or android tablet	\$ 18,720.00	\$ 18,720.00	\$ 18,720.00	\$ 18,720.00	\$ 18,720.00	Assumes Cellular required (NOT RECOMMENDED)
	\$60/mo 5gb internet	laptop	\$ 18,720.00	\$ 18,720.00	\$ 18,720.00	\$ 18,720.00	\$ 18,720.00	Assumes Cellular required (NOT RECOMMENDED)
Licensing	Airwatch \$55ea	ipad or android tablet	\$ 1,430.00	\$ 1,430.00	\$ 1,430.00	\$ 1,430.00	\$ 1,430.00	Airwatch licensing (Device management)
	Microsoft Licensing \$142ea	laptop	\$ 3,692.00	\$ 3,692.00	\$ 3,692.00	\$ 3,692.00	\$ 3,692.00	Microsoft Licensing (device management)
Anti-Virus	\$35 per client	ipad or android tablet	\$ 910.00	\$ 910.00	\$ 910.00	\$ 910.00	\$ 910.00	
		laptop	\$ 910.00	\$ 910.00	\$ 910.00	\$ 910.00	\$ 910.00	
Office 365	\$99/device	ipad or android tablet	\$ 2,574.00	\$ 2,574.00	\$ 2,574.00	\$ 2,574.00	\$ 2,574.00	
	\$0/device	laptop	\$0	\$0	\$0	\$0	\$0	\$0 Covered within Licensing above
GRAND TOTAL WITH CELL INTERNET		ipad or android tablet	\$49,899	\$32,235	\$32,235	\$49,899	\$32,235	NOT RECOMMENDED
		laptop	\$78,426	\$40,858	\$40,858	\$78,425	\$40,858	NOT RECOMMENDED
GRAND TOTAL WITHOUT CELL INTERNET		ipad or android tablet	\$31,179	\$13,515	\$13,515	\$31,179	\$13,515	<< RECOMMENDED BY TS (iPad)
		laptop	\$59,706	\$22,138	\$22,138	\$59,705	\$22,138	NOT RECOMMENDED

Attachment 2: Cost Analysis Detail

	Cost Basis	Platform	Year 1	Year 2	Year 3	Year 4	Year 5	
Device Cost	\$599 + \$58.99 case bag \$1399 + \$16.00 laptop \$60,000/yr \$5000/mo	ipad or android tablet	\$17,107.74	\$ 1,315.98	\$ 1,315.98	\$17,107.74	\$ 1,315.98	\$599 for the SamSung Galaxy Tab 10.1 or \$599 for the iPad 16gb - alternately we could even drop to the 14" Chromebook for \$229 to 269.99
		laptop	\$36,790.00	\$ 2,830.00	\$ 2,830.00	\$36,790.00	\$ 2,830.00	The \$1399 includes maintenance warran
IT Admin Cost annual Maint	\$1154/wk including benefits \$34.20/hr	ipad or android tablet	20 % of FTE	20 % of FTE	20 % of FTE	20 % of FTE	20 % of FTE	Overall TABLET support including central app delivery and maint
		laptop	25 % of FTE	25 % of FTE	25 % of FTE	25 % of FTE	25 % of FTE	Overall LAPTOP support including central app delivery and maint
Unit Setup	\$34.20/hr	ipad or android tablet	1hr x 26	1hr x 2	1hr x 2	1hr x 26	1hr x 2	3yr life estimate for Both, setup is shorter on tablet
		laptop	2hr x 26	2hr x 2	2hr x 2	2hr x 26	2hr x 2	setup is an image process on laptop
Image Creation and updates	\$34.20/hr	ipad or android tablet	1 week	4 days	4 days	1 week	4 days	Image maintenance only on version releases or major bugs
		laptop	2 weeks	12 days	12 days	2 weeks	12 days	Requires Monthly image maintenance
Cell 4g LTE	\$60/mo 5gb internet	ipad or android tablet	\$720 x 26	\$720 x 26	\$720 x 26	\$720 x 26	\$720 x 26	Assumes Cellular required
		laptop	\$720 x 26	\$720 x 26	\$720 x 26	\$720 x 26	\$720 x 26	Assumes Cellular required
Licensing	Airwatch \$55, Microsoft Licensing \$150	ipad or android tablet	\$55 x 26	\$55 x 26	\$55 x 26	\$55 x 26	\$55 x 26	Airwatch licensing (Device management)
		laptop	\$142 x 26	\$142 x 26	\$142 x 26	\$142 x 26	\$142 x 26	Microsoft Licensing (device management)
Anti-Virus	\$35 per client	ipad or android tablet	\$35 x 26	\$35 x 26	\$35 x 26	\$35 x 26	\$35 x 26	
		laptop	\$35 x 26	\$35 x 26	\$35 x 26	\$35 x 26	\$35 x 26	
Office 365		ipad or android tablet	\$99 x 26	\$99 x 26	\$99 x 26	\$99 x 26	\$99 x 26	
		laptop	\$0 x 26	\$0 x 26	\$0 x 26	\$0 x 26	\$0 x 26	Covered within Licensing above

Supporting information

<http://www.workspot.com/blog/tco-mobility-ipads-vs-rugged-laptops/>

Government Cost comparison

<http://www.computerworld.com/article/2515694/mobile-wireless/bi-firm-takes-ipads-over-laptops.html>

\$1,000 a year to support each laptop over a three-year life cycle, including software licenses, maintenance and hardware. By comparison, the company concluded that the iPad would cost just \$400 a year, though it is expected they will last only two years, he said.

Attachment 3: References

Village of Howard

Dane

Milwaukee

Appleton

Marathon County, Wausau, WI (iPad)

<http://wsau.com/news/articles/2014/may/21/marathon-county-board-goes-paperless-with-ipads/>

Milwaukee County, WI (iPad and PC)

<http://www.jsonline.com/news/milwaukee/county-pays-35000-for-new-ipads-computers-for-supervisors-b99195753z1-243255331.html>

Douglas County, Superior WI (iPad)

<http://www.douglascountywi.org/Archive/ViewFile/Item/2958>

Jefferson County, (reviewing iPad and Chromebook)

http://jeffersoncountyapps.jeffersoncountywi.gov/jc/public/customPrograms/weekly_meeting.php?file=/UserFiles/County%20Board/files/Minutes/2014/ADMIN%20RULES/05-28-2014.pdf

Chippewa County, iPads

<http://www.co.chippewa.wi.us/about-us/greetings-from-county-board-chair>

Calumet County, iPads – Using GRANICUS

http://calumet.granicus.com/MediaPlayer.php?view_id=2&clip_id=97

Sheboygan County, iPads & IQM2

<http://www.iqm2.com/News/View.aspx?ID=1134>



Technology Services, Monthly Report, Sept 2014

Items of Note

1. Public Web Presence

- a. Domain names co.brown.wi.us, browncountywi.gov and bc.wi.gov are all currently reserved for Brown County. Selected best is **browncountywi.gov** we will be using this for future site and email naming
 - b. Working on leveraging YouTube to publicly publish Brown County content including public facing, non-confidential video, PSAs and training. Separate channels for each "purpose" such as Brown County WI Government entities such as: County Board, Sheriff, Brown County Zoo, Library and Museum channels.
2. **Remote control service** software for the help desk went partly live in mid part of August and is already providing productivity gain (**avoiding driving for technical staff**). Wide rollout to occur in middle of September. Administrative training completed, and online technician training scheduled for end of Sept. Added remote control intranet page.
 3. Assessing possible application for **federal fiber connectivity grant**
 4. Prepared draft proposal for Board of Supervisors' tablets use.

Activity Summary for mid-August thru mid-Sept

1. Month of August TS closed 639 work orders. TS had a score of 3.6 (with 4 being the best possible) based on 94 work order surveys.
2. RFP responses for 911 Phone system are under review. CAD/Mobile RFP is awaiting responses. Human Services managed services project RFP received and vendor has been selected (NetSmart).
3. BCCAN fiber project completed for GB Area Public Schools and NWTC.
4. Exchange email upgrade from 2003 to 2013 and Domain upgrade continues. 23 of 33 departments complete. Estimated 4 months to completion. Detail Link: http://www.employees.co.brown.wi.us/intranet_d/InformationServices/Exch%20Domain%20Migration/Upgrade%20and%20Migration%20Schedule_08182014.pdf
5. 8/16 scheduled internet fiber outage completed without incident.
6. 8/19 completed final cleanup of phone and UPS work related to 911 UPS battery replacements
7. 8/23 Register of Deeds Vital Records Application update completed
8. 8/29 Decommissioned 11 retired servers
9. 9/2 Financial and payroll systems rollout - update shared with Dept Heads.
10. 9/4 Mobile Device Software Integration with Active Directory Completed (new server) – allows faster user profiling and user based application and security controls for mobile devices.
11. 1st Public Digital Display went live in Library, numerous others to follow.
12. WisDOT camera access restored to 911 team.
13. ADRC work for 9 new staff move to the Northern Bldg (Family Care related), cabling, PCs, phones and related activity completed.

Brown County
Human Resources
Budget Status Report
8/31/2014

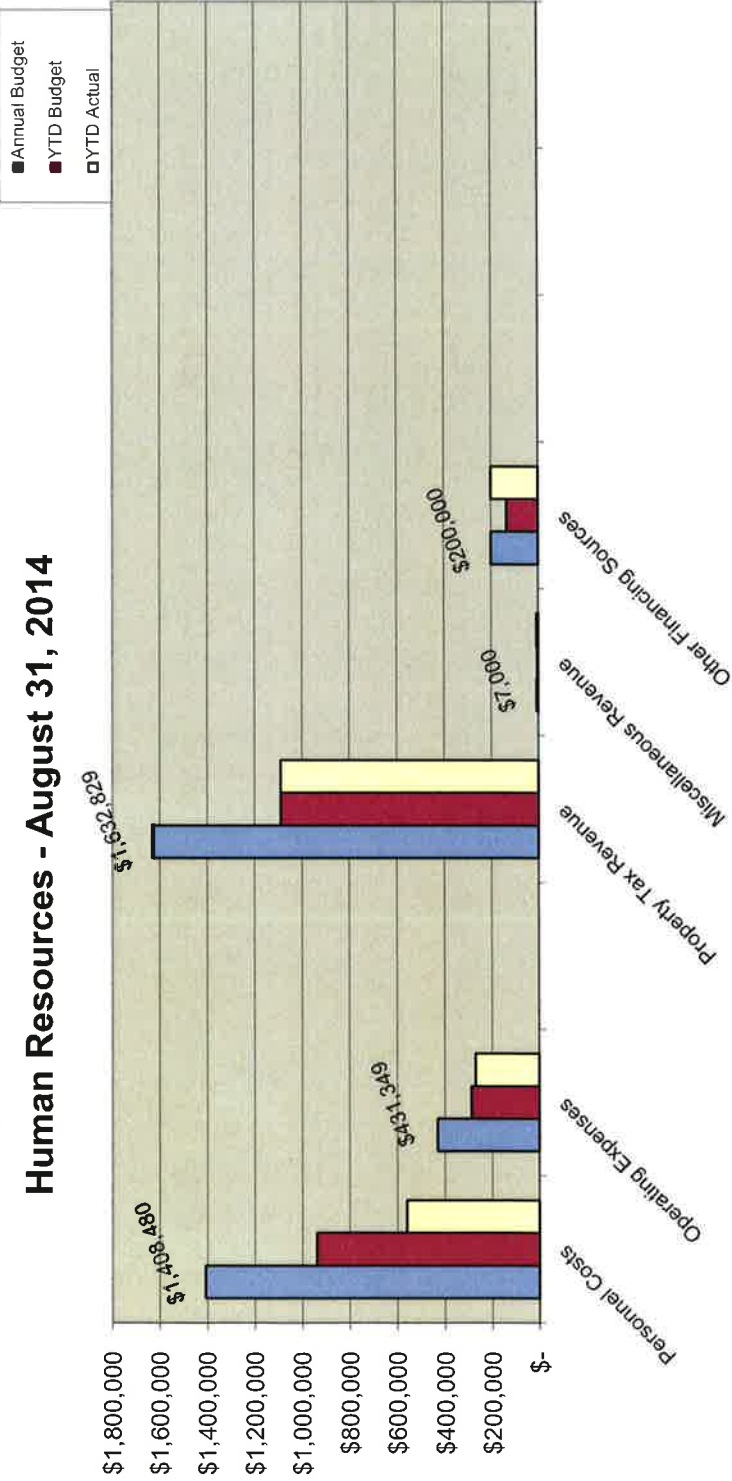
	Annual Budget	YTD Budget	YTD Actual
Personnel Costs	\$ 1,408,480	\$ 938,987	\$ 560,525
Operating Expenses	\$ 431,349	\$ 287,566	\$ 269,460
Property Tax Revenue	\$ 1,632,829	\$ 1,088,553	\$ 1,088,553
Miscellaneous Revenue	\$ 7,000	\$ 4,667	\$ 6,365
Other Financing Sources	\$ 200,000	\$ 133,333	\$ 200,000

Personnel Costs: Savings of \$378,462 due to vacant positions (Employee Services Manager and Safety Coordinator).

Operating Expenses are within budgeted amounts.

Revenues are either on target or exceed budget amounts.

Human Resources - August 31, 2014





Human Resources Budget Performance Report

Through 08/31/14

Prior Fiscal Year Activity Included

Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	1,632,829.00	.00	1,632,829.00	136,069.08	.00	1,088,552.64	544,276.36	67	1,065,714.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	2,500.00	4,500.00	7,000.00	213.00	.00	6,365.36	634.64	91	2,210.74
Other Financing Sources	.00	200,000.00	200,000.00	.00	.00	200,000.00	.00	100	120,000.00
REVENUE TOTALS	\$1,635,329.00	\$204,500.00	\$1,839,829.00	\$136,282.08	\$0.00	\$1,294,918.00	\$544,911.00	70%	\$1,187,924.74
EXPENSE									
Personnel Costs	1,396,013.00	12,467.00	1,408,480.00	93,362.80	.00	560,525.05	847,954.95	40	500,398.07
Operating Expenses	239,316.00	192,033.00	431,349.00	12,834.15	.00	269,460.13	161,888.87	62	154,134.60
EXPENSE TOTALS	\$1,635,329.00	\$204,500.00	\$1,839,829.00	\$106,196.95	\$0.00	\$829,985.18	\$1,009,843.82	45%	\$654,532.67
Fund 100 - GF Totals									
REVENUE TOTALS	1,635,329.00	204,500.00	1,839,829.00	136,282.08	.00	1,294,918.00	544,911.00	70	1,187,924.74
EXPENSE TOTALS	1,635,329.00	204,500.00	1,839,829.00	106,196.95	.00	829,985.18	1,009,843.82	45	654,532.67
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$30,085.13	\$0.00	\$464,932.82	(\$464,932.82)		\$533,392.07
Grand Totals									
REVENUE TOTALS	1,635,329.00	204,500.00	1,839,829.00	136,282.08	.00	1,294,918.00	544,911.00	70	1,187,924.74
EXPENSE TOTALS	1,635,329.00	204,500.00	1,839,829.00	106,196.95	.00	829,985.18	1,009,843.82	45	654,532.67
Grand Totals	\$0.00	\$0.00	\$0.00	\$30,085.13	\$0.00	\$464,932.82	(\$464,932.82)		\$533,392.07

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRENT MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: August 12, 2014

To: Administration Committee Members

From: Brent Miller, Human Resources Manager

Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR AUGUST 2014

Hires:

Full-Time:

AODA Counselor	1
Telecommunication Operator	1
Social Worker/Case Manager	3
Clerk IV – Data Control	2
Highway Crew	1
Child Support Clerk	1
Clerk Typist I – Child Support	1
Children, Youth & Families Mgr.	1
Patrol Officer	3
Librarian	1

Part-Time:

LPN	2
-----	---

Limited Term/Seasonal/On-Call:

LTE Husbandry Assistant	1
Delivery & Receiving Clerk – Temp.	1
Concessionaire I	2
Adventure Park Guide	2
Student Intern – Health Department	1
Co-op Student – Document Center	1

TOTAL HIRES: 25

Separations:

Full-Time:

Librarian	1
Library Supervisor	2
Library Maintenance Worker	1
RN Charge Nurse	2
Correctional Officer	4
CNA	2
Shelter Care Unit Supervisor	1
Economic Support Specialist II	1
Clerk II/Typist – Human Services	1
Social Worker/Case Manager	1
Accounting Technician	1
Resource Recovery Associate	1
Telecommunication Operator	1
Emergency Management Coordinator	1
Library Service Associate	1
EMR Nurse Coordinator	1

Part-Time:

Library Service Assistant	3
Shelver	1
CNA	1
Delivery & Receiving Clerk	1

Limited Term/Seasonal/On-Call:

Food Service Worker – on call	1
Summer Help – Hwy, Golf & Parks	25
Adventure Park Guide	8
Seasonal Help – Parks & Golf	2

TOTAL SEPARATIONS: 64

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRENT R. MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

To: Administration Committee
From: Brent Miller
Date: September 17, 2014
Subject: Director's Report

Following is a summary of the recent activities in the Human Resources Department:

HR Staff

Todd VanDen Heuvel is the new Employee Services Manager. Todd will oversee the Payroll and Benefits areas.

Insurance Activity

- The 2015 Benefits Enrollment Packets were mailed to all benefit eligible employees.
- Personal Health Assessment (PHA) packets were also mailed simultaneously.
- Annual Benefit meetings will take place the week of September 26, 2014.
- PHAs will be offered to benefit eligible employees and spouses during October.
- An RFP is in process to select a Flexible Spending administrator.

Wellness

- 4th Quarter Stress Management Seminars will be offered in October.

Deferred Compensation

- Wisconsin Deferred Compensation Program

Payroll/Kronos

- All Library employees and the Bailiffs are now on Kronos.
- Parks, Corrections Officers and Public Safety Communications will be on Kronos by October 19th.

Please feel free to contact me at 448-6288 with any questions. Thank you.

cc: Troy Streckenbach, County Executive

6

Brown County Clerk Budget Status Report

HIGHLIGHTS - January-August Percent of Fiscal Year (66%)

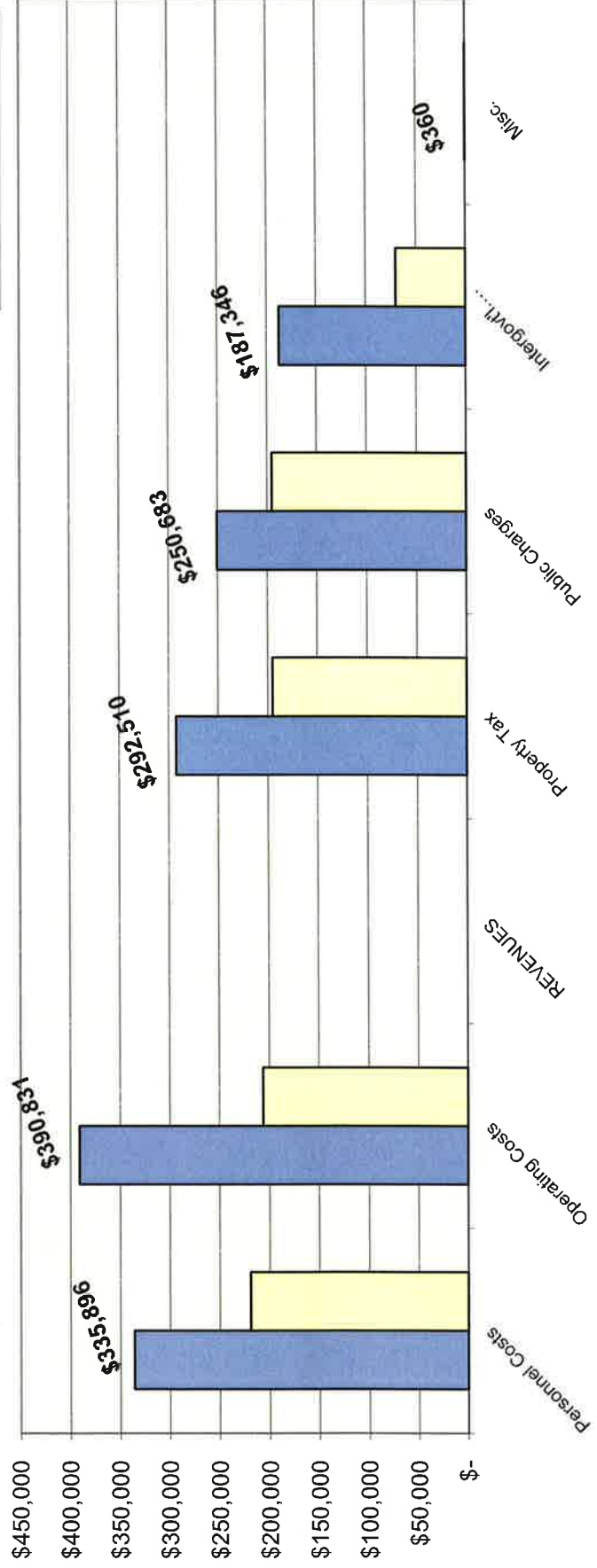
Expenditures: All Expenditures are meeting budget targets.

Revenues: Revenues are consistent with the 2014 Budget. Public Charges are high due to high Passport Sales. Intergovernmental charges are low because receipts from fall elections are outstanding.

August 31, 2014	Annual	YTD	YTD %
EXPENDITURES	Budget	Transactions	Budget
Personnel Costs	\$ 335,896	\$ 219,156	65%
Operating Costs	\$ 390,831	\$ 206,290	53%
REVENUES			
Property Tax	\$ 292,510	\$ 195,007	67%
Public Charges	\$ 250,683	\$ 195,151	78%
Intergov'tl. Charge for Serv.	\$ 187,346	\$ 70,162	37%
Misc.	\$ 360	\$ 255	71%

County Clerk - August 31, 2014

■ Annual Budget
□ YTD Transactions





County Clerk

Date Range 01/01/14 - 08/31/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Amendments	Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF												
REVENUE												
Department 019 - County Clerk												
Property taxes												
4100	General property taxes	292,510.00	.00	.00	292,510.00	24,375.84	.00	.00	195,006.72	97,503.28	67	.00
	<i>Property taxes Totals</i>	<i>\$292,510.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$292,510.00</i>	<i>\$24,375.84</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$195,006.72</i>	<i>\$97,503.28</i>	<i>67%</i>	<i>\$0.00</i>
Intergov Revenue												
4700	Intergov charges	187,346.00	.00	.00	187,346.00	.00	.00	.00	70,161.99	117,184.01	37	.00
	<i>Intergov Revenue Totals</i>	<i>\$187,346.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$187,346.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$70,161.99</i>	<i>\$117,184.01</i>	<i>37%</i>	<i>\$0.00</i>
Public Charges												
4400.194	Permits Work permit	2,925.00	.00	.00	2,925.00	507.50	.00	.00	2,557.50	367.50	87	.00
4400.195	Permits Alarm permits	21,875.00	.00	.00	21,875.00	320.00	.00	.00	23,480.00	(1,605.00)	107	.00
4401.192	Licenses Marriage License	112,650.00	.00	.00	112,650.00	15,740.00	.00	.00	83,390.00	29,260.00	74	.00
4401.194	Licenses Dog	4,500.00	.00	.00	4,500.00	.00	.00	.00	.00	4,500.00	0	.00
4600.190	Charges and fees Passport	107,643.00	.00	.00	107,643.00	9,781.70	.00	.00	84,257.37	23,385.63	78	.00
4601.012	Sales Copy machine use	425.00	.00	.00	425.00	.00	.00	.00	1,105.00	(680.00)	260	.00
4601.196	Sales Directory	500.00	.00	.00	500.00	159.24	.00	.00	326.08	173.92	65	.00
4609	Miscellaneous public charges	165.00	.00	.00	165.00	.00	.00	.00	35.00	130.00	21	.00
	<i>Public Charges Totals</i>	<i>\$250,683.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$250,683.00</i>	<i>\$26,508.44</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$195,150.95</i>	<i>\$55,532.05</i>	<i>78%</i>	<i>\$0.00</i>
Miscellaneous Revenue												
4900	Miscellaneous	360.00	.00	.00	360.00	15.00	.00	.00	255.00	105.00	71	.00
	<i>Miscellaneous Revenue Totals</i>	<i>\$360.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$360.00</i>	<i>\$15.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$255.00</i>	<i>\$105.00</i>	<i>71%</i>	<i>\$0.00</i>
Department 019 - County Clerk												
	<i>REVENUE TOTALS</i>	<i>\$730,899.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$730,899.00</i>	<i>\$50,899.28</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$460,574.66</i>	<i>\$270,324.34</i>	<i>63%</i>	<i>\$0.00</i>
EXPENSE												
Department 019 - County Clerk												
Personnel Costs												
5100	Regular earnings	248,392.00	.00	.00	248,392.00	27,517.61	.00	.00	154,797.30	93,594.70	62	.00
5100.998	Regular earnings Budget only	3,394.00	.00	.00	3,394.00	.00	.00	.00	.00	3,394.00	0	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	.00	1,052.75	.00	.00	4,746.35	(4,746.35)	+++	.00
5102.200	Paid leave earnings Personal	.00	.00	.00	.00	30.00	.00	.00	1,765.71	(1,765.71)	+++	.00
5102.300	Paid leave earnings Casual	.00	.00	.00	.00	159.98	.00	.00	159.98	(159.98)	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	.00	.00	1,970.67	(1,970.67)	+++	.00
5103.000	Premium Overtime	4,027.00	.00	.00	4,027.00	395.71	.00	.00	1,463.38	2,563.62	36	.00
5110.100	Fringe benefits FICA	18,552.00	.00	.00	18,552.00	2,185.85	.00	.00	12,238.80	6,313.20	66	.00
5110.110	Fringe benefits Unemployment compensation	947.00	.00	.00	947.00	106.94	.00	.00	591.81	355.19	62	.00
5110.200	Fringe benefits Health Insurance	39,808.00	.00	.00	39,808.00	2,587.36	.00	.00	25,254.08	14,553.92	63	.00
5110.210	Fringe benefits Dental Insurance	3,256.00	.00	.00	3,256.00	206.80	.00	.00	2,041.28	1,214.72	63	.00
5110.220	Fringe benefits Life Insurance	205.00	.00	.00	205.00	50.66	.00	.00	341.84	(136.84)	167	.00
5110.230	Fringe benefits LT disability insurance	615.00	.00	.00	615.00	75.94	.00	.00	607.52	7.48	99	.00
5110.235	Fringe benefits Disability insurance	1,711.00	.00	.00	1,711.00	142.58	.00	.00	1,140.64	570.36	67	.00



County Clerk

Date Range 01/01/14 - 08/31/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
Department 019 - County Clerk										
Personnel Costs										
5110.240	Fringe benefits Workers compensation Insurance	272.00	.00	272.00	22.66	.00	181.28	90.72	67	.00
5110.300	Fringe benefits Retirement	18,111.00	.00	18,111.00	2,086.36	.00	11,855.12	6,255.88	65	.00
5198	Fringe benefits - Budget only	778.00	.00	778.00	.00	.00	.00	778.00	0	.00
	<i>Personnel Costs Totals</i>	\$340,068.00	\$0.00	\$340,068.00	\$36,621.20	\$0.00	\$219,155.76	\$120,912.24	64%	\$0.00
Operating Expenses										
5300.001	Supplies Office	12,050.00	13,428.00	25,478.00	449.38	.00	20,059.75	5,418.25	79	.00
5300.004	Supplies Postage	8,875.00	.00	8,875.00	1,454.71	.00	5,919.90	2,955.10	67	.00
5304	Printing	7,600.00	.00	7,600.00	.00	.00	350.61	7,249.39	5	.00
5304.100	Printing Forms	38,900.00	.00	38,900.00	.00	.00	34,512.03	4,387.97	89	.00
5305	Dues and memberships	100.00	.00	100.00	.00	.00	145.00	(45.00)	145	.00
5306.100	Maintenance agreement Software	13,944.00	.00	13,944.00	1,058.40	.00	8,467.20	5,476.80	61	.00
5307.100	Repairs and maintenance Equipment	21,142.00	(13,428.00)	7,714.00	.00	.00	.00	7,714.00	0	.00
5310	Advertising and public notice	117,344.00	.00	117,344.00	3,481.06	.00	20,887.23	96,456.77	18	.00
5330	Books, periodicals, subscription	963.00	.00	963.00	415.00	.00	536.96	426.04	56	.00
5340	Travel and training	4,525.00	.00	4,525.00	183.07	.00	2,316.86	2,208.14	51	.00
5370	Support Services	5,355.00	.00	5,355.00	45.00	.00	1,485.00	3,870.00	28	.00
5410.400	Insurance Bond	88.00	.00	88.00	.00	.00	81.25	6.75	92	.00
5600	Indirect cost	77,261.00	.00	77,261.00	6,438.42	.00	51,507.36	25,753.64	67	.00
5601.100	Intra-county expense Technology services	35,366.00	.00	35,366.00	2,489.50	.00	20,641.53	14,724.47	58	.00
5601.200	Intra-county expense Insurance	1,751.00	.00	1,751.00	145.92	.00	1,167.36	583.64	67	.00
5601.400	Intra-county expense Copy center	14,500.00	.00	14,500.00	77.00	.00	17,500.78	(3,000.78)	121	.00
5601.450	Intra-county expense Departmental copiers	767.00	.00	767.00	63.92	.00	511.36	255.64	67	.00
9003	Transfer out	30,300.00	.00	30,300.00	2,525.00	.00	20,200.00	10,100.00	67	.00
	<i>Operating Expenses Totals</i>	\$390,831.00	\$0.00	\$390,831.00	\$18,826.38	\$0.00	\$206,290.18	\$184,540.82	53%	\$0.00
Department 019 - County Clerk		\$730,899.00	\$0.00	\$730,899.00	\$55,447.58	\$0.00	\$425,445.94	\$305,453.06	58%	\$0.00
	<i>EXPENSE TOTALS</i>	\$730,899.00	\$0.00	\$730,899.00	\$55,447.58	\$0.00	\$425,445.94	\$305,453.06	58%	\$0.00
Fund 100 - GF Totals										
REVENUE TOTALS		730,899.00	.00	730,899.00	50,899.28	.00	460,574.66	270,324.34	63	.00
EXPENSE TOTALS		730,899.00	.00	730,899.00	55,447.58	.00	425,445.94	305,453.06	58	.00
	<i>Fund 100 - GF Totals</i>	\$0.00	\$0.00	\$0.00	(\$4,548.30)	\$0.00	\$35,128.72	(\$35,128.72)		\$0.00
Grand Totals										
REVENUE TOTALS		730,899.00	.00	730,899.00	50,899.28	.00	460,574.66	270,324.34	63	.00
EXPENSE TOTALS		730,899.00	.00	730,899.00	55,447.58	.00	425,445.94	305,453.06	58	.00
	<i>Grand Totals</i>	\$0.00	\$0.00	\$0.00	(\$4,548.30)	\$0.00	\$35,128.72	(\$35,128.72)		\$0.00

September 17, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION TO ASSESS A CHARGE
FOR DATA ENTRY OF DOG LICENSES**

WHEREAS, the State of Wisconsin has chosen to set the minimum tax for dog licenses at \$3.00 for a neutered male dog or spayed female dog and \$8.00 for an unneutered male dog or unsprayed female dog; and \$35.00 for multiple dog licenses (kennels with 12 or fewer dogs); and

WHEREAS, Wis. Stat. §174.07 requires the County Clerk to distribute tags and license forms and conduct other administrative activities associated with the dog license program and Wis. Stat. §174.09(2) provides a county may recover expenses incurred in purchasing supplies for the dog license program; and

WHEREAS, Wis. Stat. §174.05(3) authorizes a county to increase the dog license tax on dogs within its jurisdiction; and

WHEREAS, Brown County has implemented a new software program for universal access to the dog license information by the public safety department and the surrounding communities, which software makes it easy for the cities, villages and towns to enter the dog licensing information needed by the County Clerk for her to carry out her duties under the State Statutes, and for public safety to do their jobs in accessing said information relating to dogs; and

WHEREAS, the County Clerk finds that there is an additional expense in the County Clerk's Office being incurred when the cities, villages and towns within Brown County fail to use the County's database system to enter said licenses from their communities into the universal system, but rather submit the data in another format, resulting in the County Clerk Office needing to input all the data from that community in order to have complete records as required by the State of Wisconsin; and

WHEREAS, the County Clerk has found that the dog license tax amount set at \$3.50 for a neutered male dog or spayed female dog, \$8.50 for an unneutered male dog or unsprayed female dog, and \$36.50 for multiple dog license, is insufficient to cover the costs of the County Clerk's Office to take the time in entering said dog licensing data for the communities unwilling to use the universal system; and

WHEREAS, to cover administrative costs in the data entry of the communities unwilling to use the County's universal dog licensing system, the County Clerk's Office has determined that there is a need for an additional charge of \$1.00 per license entered by the County Clerk's Office for those communities.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors finds that the County Clerk's office has additional costs associated with the need to enter data into the universal software system for dog licensing, when a community refuses to use the County's system.

BE IT FURTHER RESOLVED, that an additional charge of \$1.00 per license entered by the County Clerk's Office, be assessed on those communities failing to use the universal system for data entry, which charge shall offset the additional costs of the County Clerk's Office.

BE IT FURTHER RESOLVED, that the additional \$1.00 charge shall be effective beginning with the licensing year of 2015.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

8

COUNTY CLERK

305 E. WALNUT STREET, ROOM 120
P.O. BOX 23600
GREEN BAY, WI 54305-3600

SANDRA L. JUNO
COUNTY CLERK

PHONE (920) 448-4016

FAX (920) 448-4498

juno_sl@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: August 8, 2014
REQUEST TO: Administration Committee
MEETING DATE: August 28, 2014
REQUEST FROM: Sandy Juno
County Clerk

REQUEST TYPE: ☐ New resolution ☒ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution to Assess a Charge for Data Entry of Dog Licenses

ISSUE/BACKGROUND INFORMATION:

The purpose of the fee is to recover labor costs for Brown County staff to perform municipal dog tag data entry duties.

The County Clerk purchased a countywide dog licensing program for public safety issues, shelter use; administration of dog tag distribution, data compilation and reporting; reconciliation of end of year accounts; collection of fees; payment of taxes due to the State; payment of dog damage claims; and reimbursement of excess funds to municipalities.

The \$1 per tag fee shall only be assessed to municipalities that do not enter data directly into the county wide program resulting in Brown County Clerk staff performing data entry services on behalf of the municipality.

ACTION REQUESTED:

To approve.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No

Payments shall be made to Brown County from the Dog License Fund.

- a. If yes, what is the amount of the impact? \$ _____
- b. If part of a bigger project, what is the total amount of the project? \$ _____
- c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? Dog Fund 802
 2. If no, how will the impact be funded? _____

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

8

CORPORATION COUNSEL OFFICE

MONTHLY REPORT AUGUST 2014

ADMINISTRATION: Review and edit the Initial Resolution for refunding the General Obligation Bonds for the Airport Improvements. Review and edit the Initial Resolution for refunding the General Obligation Bonds for Corporate purposes.

AIRPORT: Discussion with Tom Miller, Airport Director, on the three open records requests he has regarding Pro-Tech services. Redact several documents to comply with the Sensitive Security Information from the emails requested. Emails to Tom regarding what pages of the 996 page records request need to be redacted and inserted into the request. Review pursuant to the Federal Grant, the Payment Bond for the International Arrival Terminal. Review letters drafted by Tom Miller on the open records requests.

BUDGET: Attempt to create reports for budget meeting, received error messages, had to have finance print reports as unable to in Corporation Counsel Office. Technology Services is working on the program to get the reports to print. Prep for budget meeting with the County Executive and attend meeting.

CLAIMS: Draft disallowance letters for Joshua Anderson and Reese Anderson. Review claim by Robert Tohak regarding property removal on State Highway 29. Review the claim for vehicle damage by Laurie Zepnick and issue disallowance of said claim pursuant to insurance recommendation. Review the claim by Robert Tohak regarding property damage and issue disallowance of said claim pursuant to insurance recommendation. Draft letter to Attorney Sam Hall for the insurance regarding the McIntosh settlement agreement and Pierringer Release.

CONTRACTS: Review and edit the 1830 Engineering & Site Design contract for the Brown County Resource Recovery Park & South Landfill. Review and edit the ADRC agreement for the rental at Green Isle Park in Allouez. Review the Clean Sweep Grant Agreement between the Wisconsin Department of Agriculture, Trade and Consumer Protection. Review and edit the DMI Studios web contract with Brown County for Web share Hosting. Review and edit changes made to my draft PILOT agreement, which changes were made by Planning Department and forward agreement to Cardinal Capital for their comments and changes. Review and edit the Relias Learning Agreement and First Amendment increasing users of eLearning Services for Community Treatment Center. Review and edit the AT&T contract on service fees for the Information Services department. Review the Interim Human Services Administrative Training and Support contract and discuss with Human Resources. Review and edit the Radiology contract for the Health Department with the State. Review and edit the Molina contract for Health Care Services with the Health Department. Review and edit the State Department of Natural Resources Agreement for the rehabilitation of the Mountain Bay State Trail between Howard & Pulaski involving two culverts. Review and edit the State Department of Natural Resources Agreement for the rehabilitation of the Fox River State Trail between Green Bay and Greenleaf involving 11 culverts. Review and edit the Deer

Management Agreement with the City of Green Bay for County owned property within the city limits. Review Services Scope Statement for Kronos services. Review and edit the Medical Examiner's Intergovernmental Agreement with Door County.

CORPORATION COUNSEL: Discussion with staff attorneys in Corporation Counsel's office as to conflict of interest in our positions. Discussion with Attorney Krumrie from Child Support regarding procedures and the position. Discussion with Staff regarding a citizen seeking reimbursement from the Sheriff Department specifically the jail prisoner's account on Brad Shaw Scott. Discussion with Circuit Court Judge Walsh as to the procedures for Termination of Parental Rights, trials and motion hearings. Preparation for County Board. Attend Monday morning personnel meeting with staff and County Executive. Preparation for meeting with Village of Hobart on easement issues out at the Brown County Golf Course. Preparation for meeting with Circuit Court Judge John Zakowski as to procedures for Termination of Parental Rights. Attend a meeting with the Village of Hobart board members, Troy Streckenbach, Chad Weininger and the Village's attorney regarding the County obtaining an easement from the Oneida Tribe for access to the Golf Course. Review and edit the Medical Examiner Intergovernmental Agreement with Door County.

COUNTY BOARD: Research for county board supervisor the ordinance and amendments to said ordinances as to compatibility of positions. Per request of County Board Supervisor Fewell, update and amend the current County Ordinance regarding Conflict of Interest. Review and put in correct format the Domestic Partnership Resolution for Executive Committee meeting agenda. Respond to the County Board office regarding a question on claims for the county. Attend County Board meeting. Discussion with County Board Supervisor as to meeting notices and scheduling said meetings for the month.

COUNTY CLERK: Discussion with the County Clerk regarding a letter received from the City of Green Bay as it related to elections. Discussion with County Clerk on the open records request and the Wisconsin Counties Association. Discussion with County Clerk on dog license taxes and the Clerk's desire to increase said tax per state statute, and draft resolution for County Clerk for her presentation at Administration Committee meeting.

COUNTY EXECUTIVE: Attend Wednesday morning management meeting with County Executive and department heads. Attend Monday morning meetings regarding personnel issues that have arose.

FINANCE: Send Internal Audit Report with Corporation Counsel comments to the County Board office for placement on the next Executive Committee meeting per the Committee's request. Discussion with Internal Auditor and Finance regarding the open records request for Purchase Orders and Vendors and the ability to run reports narrowly. Respond to inquiry as to resolutions needed for Highway projects. Review the letter drafted by Internal Auditor to the open records' requestor and comment on said letter.

HEALTH DEPARTMENT: Update Judy Friederichs on the Sanimax cases and status conference with the Circuit Court. Research fiscal agents and the county's ability to serve in this capacity and draft opinion for health department. Discussion with Judy Friederichs

regarding September Board of Health meeting and wind turbines. Respond to a department question as to working with community groups on nutrition in the County.

HUMAN RESOURCES: Research procedure under state statutes for the County Highway Commissioner to hire laborers. Discussion as to the wording and proper statutory section for closed session on grievance hearing and contract negotiations. Review and edit the Arrest and Conviction draft policy for the County. Review and discussion with Human Resources the employee policy of rehire and wages.

HUMAN SERVICES: Discussion with Molly Hillman at Human Services regarding the open records request and the extension requested by the attorney of record. Review the resolution for the Lead Economic Support Specialist position. Discussion with Molly Hillman on the second open records request received for the month and direct as to documents needed to review.

INFORMATION SERVICES DEPARTMENT: Review and comment on the Standard Footer language for the emails from the County as drafted by IT. Assist department on Corporation Counsel computer to attempt to correct the programs run for budget which was not successful.

LABOR: Review law and Madison Teachers v. Scott Walker case just issued by the Wisconsin Supreme Court upholding as constitutional Act 10 and Act 32. Discussion with Attorney Geoff Lacy in regard to the Supreme Court requesting letter briefs from our office in regard the Madison Teachers case as it relates to the Brown County appeal on health insurance pending before the Supreme Court. Draft a letter brief for the Wisconsin Supreme Court. Work on and review letter brief for the Wisconsin Supreme Court on the appeal regarding the writ of mandamus with the Brown County Sheriff Department Non-supervisory Deputy Sheriff's. Attend a strategy meeting for the grievance arbitration scheduled for hearing on August 20th dealing with the overtime policy under the union contract. Discussion with Attorney Cermele, attorney for the non-supervisory deputy sheriffs, on the Buresh grievance dealing with seniority for overtime purposes. Draft the questions and prepare the exhibits for the Grievance Arbitration on the seniority overtime issue. Discussion with Chief Deputy Todd Delain regarding the Grievance Arbitration hearing on the seniority overtime issue. Prepare additional questions and stipulated facts for the grievance hearing. Telephone conversation with Attorney Jon Cermele on the need for a court reporter. Arrange to have a court reporter available for the grievance arbitration hearing. Talk to witnesses for the grievance arbitration hearing. Discussion back and forth via email regarding the grievance arbitration hearing tomorrow, and prepare the exhibits and rewrite the questions. Attend grievance arbitration hearing and participate in mediation regarding the Buresh grievance. After mediation, issues are to be held for resolution during contract negotiations.

OPEN RECORDS: Review and redact open records request for Human Services 1065 pages of documents. Discussion with Risk Manager on claim filed by Robert Tohak and his request for open records of the Sheriff's employees on staff. Review the open records request sent by Hanaway Ross law firm for a copy of incident report from the Sheriff's department. Work on open records request for Community Based Residential Facility

(CBRF) information with the County. Second day in reviewing and redacting documents for the open records request on the CBRF for Human Services. Work on the open records request by the fire department union regarding the Pro-Tech services at the airport. Receive another open records request regarding the Pro-Tech services at the airport. Continue working on reviewing and redacting documents for the CBRF request. Discussion with Sandy Juno on the open records request regarding elections and the memory packs. Discussion with Attorney Tim Hawks regarding a third open records request from his client as to airport scheduling and Pro-Tech. Third day reviewing and redacting documents for the open records request on the CBRF for Human Services. Fourth day reviewing and redacting 1065 pages of documents on the records request for CBRF documents from Human Services. Draft letters to the requestor for the open records request on the Human Services reports. Review the edits from the Transportation Security Administration for the Appendix 13 document regarding security information display area training, requested by subpoena by the National Labor Relations Board from the Airport. Review and redact a second open records request on Human Services for the Purchase of Service Contracts between the Department and Cognitive Concepts, Inc. Discussion with Tom Miller on some sensitive information which was not removed from the Pro-tech open records request and further edits and justifications for redaction added to the requests. Review the open records request sent to Finance for vendors and purchase orders for the County. Work on the Human Services open records request for the Purchase of Service contracts between the Department and Cognitive Concepts and finalize these open records requests.

PARKS: Draft Addendum to the current Safari Steakhouse Agreement for the Golf Course. Draft Addendum to the current Golf Pro Contract Jimmy O's for the Golf Course. Research and respond to question by the State as to the changes made on the Culvert Agreements made by Corporation Counsel.

PLANNING: Review and edit the Access Agreement, Stormwater Easement and Path Easement for the property being purchased by Cardinal Capital. Discussion with Planning Director, Chuck Lamine, and Jim Wallen, Property Lister regarding the same. Review changes to the Access Agreement, Stormwater Easement and Path Easement for the property being purchased by Cardinal Capital and attend a meeting with Cardinal Capital and their legal counsel as to changes the County would need to the documents. Review and edit the Warranty Deed with attachments and the Owner's Affidavit for closing on the Cardinal Capital project. Review the Title Commitment policy for the property being sold to Cardinal Capital. Review the edited copies of the Right of Entry Agreement, the Access Easement Agreement and the Stormwater Easement for Cardinal Capital's closing. Discussion with Chuck Lamine as to the changes on the Warranty Deed, Owner's Affidavit, Right of Entry Agreement, the Access Easement Agreement and the Stormwater Easement for Cardinal Capital's closing and finalize the changes sending to Cardinal Capital. Discussion with Title Company on the Closing for Cardinal Capital property. Review and edit the Warranty Deed, Owner's Affidavit and Gap Indemnity agreement for Cardinal Capital's closing. Review the Court of Appeals decision in Hegwood v. Town of Eagle Zoning Board of Appeals regarding County Shoreland Zoning verses Town Shoreland Zoning. Preparation for meeting with Planning Department on Shoreland Zoning, and attend meeting. Review opinion from Department

of Agriculture, Trade & Consumer Protection as to the Hegwood v. Town of Eagle Board of Appeals decision and how this decision affects farmland preservation tax credit.

PORT AND RESOURCE RECOVERY: Discussion with Dean Haen regarding the county property which the city is using and the need to send a letter to the city as their time of use expires December 2015. Review the current Fox River Fiber Sludge Hauling agreement between Port and Resource Recovery and E&G Trucking, LLC and answer

RISK MANAGEMENT: Discussion with Risk Manager regarding the DMI contract regarding the web contract with Brown County for Web share Hosting. Discussion with Risk Manager on the Relias contract for eLearning at the Community Treatment Center. Request of the Risk Manager to check with the liability insurance for the County regarding the ability to waive subrogation rights. Draft a waiver, hold harmless and release agreement for Risk Management to use for volunteers. Discussion with Barb West regarding the Molina contract and clarification as to the terms of said agreement.

SHERIFF'S DEPARTMENT: Review emails and discuss with staff the request of a citizen for reimbursement from the prisoner account at the Sheriff's Department. Review the change in table of organization Resolution regarding the Computer Forensic Criminal Analyst positions. Discussion with Todd Delain, Chief Deputy, regarding the arbitration hearing on Buresh grievance dealing with seniority. Review the proposed Writ of Restitution form the Sheriff's Department is proposing to use and send comments to Captain Keith Deneys.

VETERANS: Discussion with Jerry Polus, Director of Veterans Services, regarding the Veterans Treatment Court Foundation and 501 (c) (3) status.

LITIGATION UPDATE

FORECLOSURES: Review Summons and Complaint for Fifth Third Mortgage Company v. Gary and Amy Arndt and file answer requesting surplus funds for debt owed to Parks Department.

KATKATSCH v. BROWN COUNTY: A hearing was held in which Ms. Kakatsch continued to rely on her belief that the County is guilty of age and sex discrimination by not hiring her for the vacant position in the Human Services Department. The parties now will have thirty days after the hearing transcript is prepared to submit a closing brief for the Hearing Officer to assist in the Hearing Officer's decision.

CHARLES T. MCINTOSH V. BROWN COUNTY: Review and approve the Settlement Agreement and Pierringer Release on Mr. McIntosh's claim against the Jail for failure to give him his medicine while incarcerated.

SMALL CLAIMS: Attend court hearing on two library fine small claims matters and one sanitary system matter.

SANIMAX: Court hearing on August 8, 2014, Sanimax plead no contest to the second citation and the first citation was dismissed.

GUARDIANSHIPS/PROTECTIVE PLACEMENTS:

Civil Mental Health Commitments / Adult Guardianships / Protective Placements and associated work in Corporation Counsel office

Register in Probate Office:

- Pre-trials / new Guardianship or Protective Placement cases (Ch. 54/55): 6
- Pre-trials / Annual Reviews of Protective Placements (WATTs hearings / Ch. 55): 4
- Temporary Guardianship hearings (Ch. 54): 2
- Scheduling Conferences for contested cases (Ch. 54/55): 7
- Pre-trials / Extension of Civil Mental Health Commitments (Ch. 51): 11

Judicial Hearings / Court Commissioners:

- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 3
- Brown County Settlement Agreements (Ch. 51): 8
- Door, Oconto and Marinette Probable Cause hearings (Ch. 51): 1
- Door, Oconto and Marinette Settlement Agreements (Ch. 51): 3
- Any other County Probable Cause or Settlement Agreement with transfer order back to county of origin (Ch. 51): 1 (Forest County)
- Emergency Protective Placement Hearings (Ch. 55): 1

Judicial Hearings / Judge Walsh and Judge Zakowski:

- Brown County Probable Cause hearings (Ch. 51):
- Brown County Settlement Agreements (Ch. 51): 10
- Door, Oconto and Marinette – Probable Cause hearings (Ch. 51): 1
- Door, Oconto and Marinette – Settlement Agreements (Ch. 51): 5
- Final Civil Mental Health hearings (Ch. 51): 8
- Civil Mental Health Extension Hearings (Ch. 51): 4
- Civil Mental Health Extension Hearing stipulations (Ch. 51): 3
- Annual Protective Placement Review hearings (Ch. 55): 6
- Guardianship hearings (Ch. 54): 1
- Protective Placement hearings (Ch. 55): 1
- Re-Hearing of Temporary Guardianship (Ch. 54): 1

Other Work:

- Preparation and review for all hearings, read expert reports, social worker reports, prepare oral arguments, arrange witness testimony, and
- Phone calls and e-mails with calls with public defenders and other attorneys, and
- Phone calls and e-mails with medical doctors, psychiatrists, or psychologists, and
- Case review with Brown County in-patient social workers and doctors at Nicolet on discharges without court (Ch. 51), and

- Coverage of child protection or termination of parental rights hearings, and
- In person meetings with social workers, and
- Phone calls with social workers and other employees, and
- Phone calls with witnesses and public, and
- Read and respond to e-mails regarding cases, witnesses or other legal analysis, and
- Adult Protective Services case meetings, and
- Subrogation: Negotiate and signed settlement proposal and dismissal of court proceedings,
- Quarterly Emergency Detention meeting with representatives from local hospitals, police departments, sheriff's office, and Brown County representatives regarding on-going emergency detention procedure in Brown County, and
- HIPAA research/analysis/procedures: On-going / meetings and drafting policy/ review of breaches, consultations with privacy officers and risk manager, and
- Meetings with office attorneys about on-going cases, and
- Meetings with child protection staff and supervisors about Termination of Parental Rights cases, and
- Trainings involving providing medical records to independent medical examiners in Chapter 51 cases,
- Meetings with Register in Probate office, doctors, and other staff regarding how to obtain more doctors to be available for doing independent medical examiners for our office, and
- Follow up with Oneida regarding storm water assessment fees and progress of status on tax bills, and
- Meeting with medical records regarding transcription of Community Treatment Center and Nicolet Hospital records being sent to other counties. Civil Mental Health Commitments / Adult Guardianships / Protective Placements and associated work in Corporation Counsel office

CHILDREN IN NEED OF PROTECTIVE SERVICES (CHIPS):

Pretrial Conferences: 13
 1:45 Emergency Hearing with Court Commissioner: 28
 Plea/Disposition Hearings: 30
 Status Hearings : 5
 Extension/Permanency Plan Review Hearings : 6
 Motion Hearing: 5
 Appointment with Social Worker: 14

Discovery Requests filed: 30
Calls from Social Workers: 447
Calls with the Court: 52
Calls with outside Attorneys: 50
Calls with Witnesses: 3
Monthly Childhood Advocacy Center Case Review Meeting

Case Review

Guardianship Hearings: 2
HIPAA Meeting
Settlement Meeting: 2
Child in Need of Protection or Services Fact Finding Trial Prep
Department Case Consult with Juvenile Justice
Petitions Filed: 9
Mock Trial Training for Social Workers - Prep
Mock Trial Training for Social Workers
Indian Child Welfare State Presentation on Brown County
Cross Training at the Mental Health Center

TERMINATION OF PARENTAL RIGHTS (TPR):

Hearings

§ 48 Children in Need of Protection Temporary Physical Custody Hearing 1
§48 Juvenile Guardianship Plea Hearing 3
§48 Juvenile Guardianship Disposition Hearing 1
§48 Juvenile Guardianship Hearing Contested Hearing 1
§48 Juvenile Guardianship Termination Hearing 2
Termination of Parental Rights Status Hearing 3
§51 Probable Cause Hearing 1
§ 51 Hold Open Hearings 2
Termination of Parental Rights/Post Termination Change of Placement 1
Termination of Parental Rights – Hearing on the Petition 5
Termination of Parental Rights – Pre Trial Hearing 2
Termination of Parental Rights – Permanency Plan Hearing 5
Termination of Parental Rights – Voluntary/Default Hearing 1
Termination of Parental Rights – Motion Hearing 2
§48 Juvenile Guardianship – Deposition 1
Termination of Parental Rights – Change of Placement Hearing 1
§48.979 Parental Delegation Hearing 1

Drafted Documents

Termination of Parental Rights – Involuntary Termination Orders 4
Termination of Parental Rights – TPR Petition 5

Termination of Parental Rights – Dispositional Order 2
 §48 Juvenile Guardianship Petition 10
 §48 Guardianship Dispositional Order 5
 Terminate Children in Need of Protection Of Services Final Order 5
 §48 Termination of Guardianship Order 3
 Notice and Order for Publication 3
 Discovery Demand 1
 Attorney Correspondence 15
 §48.979 Petition and Contract 1
 Social Worker Meeting 14
 Reviewed Social Worker Case notes for Possible TPR Petition 3

- Corporation Counsel and Supervisors (Intake and Ongoing social workers) meeting
- Attended the Wisconsin Indian Child Welfare Audit Meeting with Attorney Wagner
- Expanded meeting discussing Venue with Worker Vang, Attorney Wagner, Supervisor Bushmaker, Supervisor Brennan.
- Attended Human Services Attorney's meeting
- Meeting discussing relinquishment cases with Attorney Wagner – Two cases and what we needed to do to proceed on those cases.
- Prepped for P.R. deposition by reviewing counselor reports, case notes, and visitation records
- Reviewed discovery for B.Z. TPR
- Meeting with Juvenile Justice Daniel Skalecki regarding permanency for K.M. Worked with him to determine parental delegation was the best option for the case. Assisted Mr. Skalecki obtain necessary information for the petition.
- Staffed a case with Dr. Althea Noukki regarding possible opinion testimony on forming parental relationships and bonding of parents to children.

J.M. Trial Work

- Filed and served order to appear of mother
- Continued preparing for trial
- Prepared default/voluntary testimony for parents
- Made sure witnesses knew what time to show up and if they had any questions

S.L. Trial Work

- Interviewed Aspiro case manager for deposition
- Interviewed Department case manager for deposition
- Interviewed intake case worker for deposition

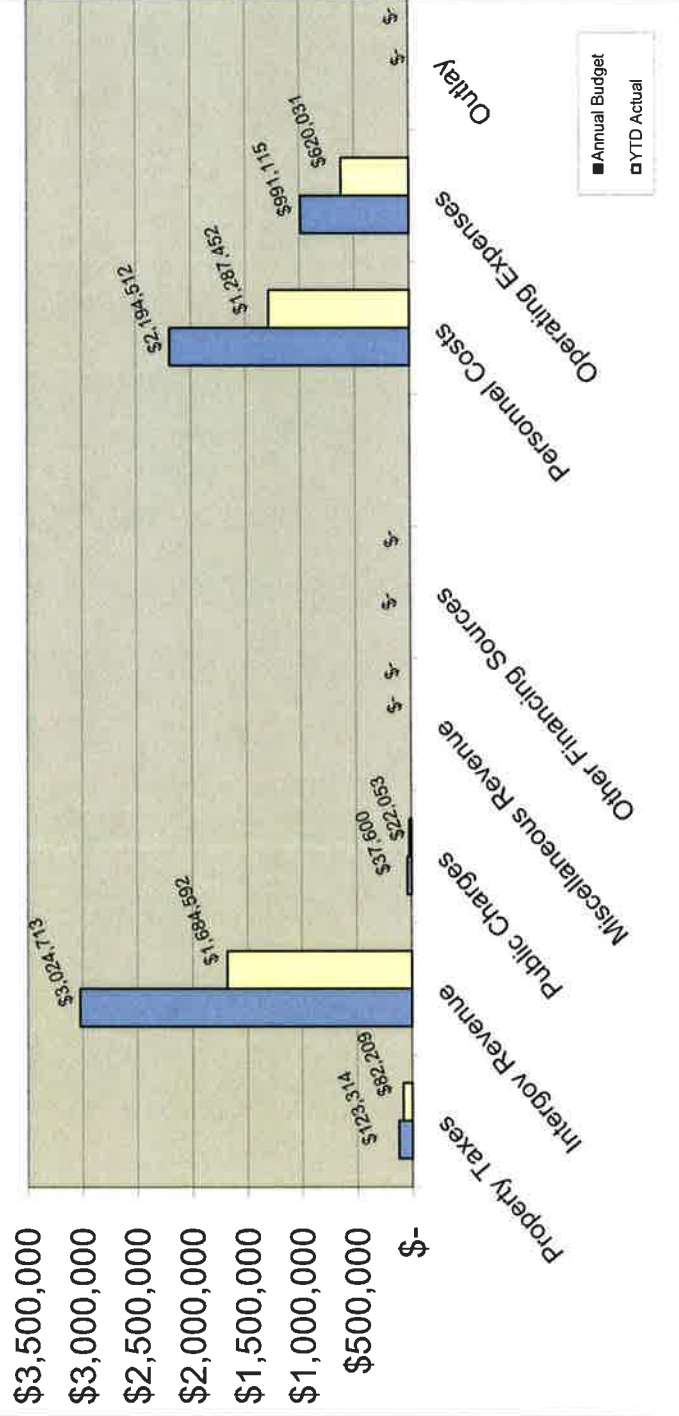
Child Support
Budget Status Report (Unaudited)
08/31/14

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 123,314	\$ 82,209	66.7%	
Intergov Revenue	\$ 3,024,713	\$ 1,684,592	55.7%	
Public Charges	\$ 37,600	\$ 22,053	58.7%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 2,194,512	\$ 1,287,452	58.7%	
Operating Expenses	\$ 991,115	\$ 620,031	62.6%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

Revenue and expenses: On target at mid-year point.
 Property tax revenue trending higher as annually budgeted amount was underestimated, in the absence of state revenue issuance notification, last year.

Child Support - August 31, 2014



10



Brown County CSA Budget Performance-thru Aug 2014

Fiscal Year to Date 08/31/14
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 210 - Child Support										
REVENUE										
Department 017 - Child Support										
Division 001 - General										
4100	General property taxes	123,314.00	.00	123,314.00	10,276.17	.00	82,209.36	41,104.64	67	355,722.00
4301	Federal grant revenue	267,027.00	(267,027.00)	.00	.00	.00	.00	.00	+++	.00
State grant and aid revenue										
4302	State grant and aid revenue	1,687,658.00	.00	1,687,658.00	189,803.53	.00	1,161,898.33	525,759.67	69	1,191,278.12
4302.003	State grant and aid revenue Incentives	507,682.00	.00	507,682.00	.00	.00	94,487.00	413,195.00	19	646,954.00
4302.004	State grant and aid revenue GPR	562,346.00	.00	562,346.00	.00	.00	323,562.00	238,784.00	58	223,500.00
4302.007	State grant and aid revenue SPSP	.00	267,027.00	267,027.00	.00	.00	104,644.74	162,382.26	39	61,251.05
4302 - State grant and aid revenue Totals		\$2,757,686.00	\$267,027.00	\$3,024,713.00	\$189,803.53	\$0.00	\$1,684,592.07	\$1,340,120.93	56%	\$2,122,983.17
Charges and fees										
4600	Charges and fees Genetic test	22,000.00	.00	22,000.00	1,146.52	.00	13,981.59	8,018.41	64	19,676.07
4600.601	Charges and fees Vital statistics	500.00	.00	500.00	7.56	.00	251.92	248.08	50	543.34
4600.603	Charges and fees Paper service	11,000.00	.00	11,000.00	635.59	.00	4,530.47	6,469.53	41	8,528.32
4600.604	Charges and fees Non IV-D service	4,000.00	.00	4,000.00	140.00	.00	2,975.00	1,025.00	74	3,445.00
4600 - Charges and fees Totals		\$37,500.00	\$0.00	\$37,500.00	\$1,929.67	\$0.00	\$21,738.98	\$15,761.02	58%	\$32,192.73
Sales										
4601	Sales Copy machine use	100.00	.00	100.00	25.50	.00	315.25	(215.25)	315	371.15
4601.012		\$100.00	\$0.00	\$100.00	\$25.50	\$0.00	\$315.25	(\$215.25)	315%	\$371.15
4900	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	48.46
9002	Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	5,365.82
001 - General Totals		\$3,185,627.00	\$0.00	\$3,185,627.00	\$202,034.87	\$0.00	\$1,788,855.66	\$1,396,771.34	56%	\$2,516,683.33
017 - Child Support Totals		\$3,185,627.00	\$0.00	\$3,185,627.00	\$202,034.87	\$0.00	\$1,788,855.66	\$1,396,771.34	56%	\$2,516,683.33
REVENUE TOTALS		\$3,185,627.00	\$0.00	\$3,185,627.00	\$202,034.87	\$0.00	\$1,788,855.66	\$1,396,771.34	56%	\$2,516,683.33
EXPENSE										
Department 017 - Child Support										
Division 001 - General										
Regular earnings										
5100	Regular earnings	1,464,978.00	.00	1,464,978.00	128,588.47	.00	749,078.19	715,899.81	51	918,379.35
5100.998	Regular earnings Budget only	(1,289.00)	.00	(1,289.00)	.00	.00	.00	(1,289.00)	0	.00
5100 - Regular earnings Totals		\$1,463,689.00	\$0.00	\$1,463,689.00	\$128,588.47	\$0.00	\$749,078.19	\$714,610.81	51%	\$918,379.35

10



Fiscal Year to Date 08/31/14

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Fiscal Year to Date 08/31/14
Include Rollup Account and Rollup to Account

Grand Totals



Brown County CSA Budget Performance-thru Aug 2014

Fiscal Year to Date 08/31/14
Include Rollup Account and Rollup to Account

REVENUE TOTALS	3,185,627.00	.00	3,185,627.00	202,034.87	.00	1,788,855.66	1,396,771.34	56	2,516,683.33
EXPENSE TOTALS	3,185,627.00	.00	3,185,627.00	298,905.51	57,709.04	1,907,483.96	1,220,434.00	62	2,419,699.14
Grand Totals	\$0.00	\$0.00	\$0.00	(\$96,870.64)	(\$57,709.04)	(\$118,628.30)	\$176,337.34		\$96,984.19

10



Child Support Agency Director Summary September 2014

Performance Measures Comparisons

Federal Performance Measures	Brown FFY 9/30/13	Brown YTD 8/31/13	Brown YTD 8/31/14	YTD Improvement 2013 vs 2014	State Average	Brown vs. State
Paternity Establish Rate	107.15%	106.13%	107.45%	+1.32%	.75%	+57%
Court Order Rate	89.88%	89.70%	88.67%	-1.03%	-.39%	-.64%
Current Support Collection Rate	76.45%	76.46%	76.58%	+1.12%	.44%	+32%
Arrears Collection Rate	68.87%	67.64%	68.00%	+36%	.57%	+21%

As of January 31, 2014	Brown County 09/30/13	Brown County As of 8/31/14	Difference 2013 vs 2014	Statewide total	Statewide % of increase
Caseload size	13,502	14,140	638 or +4.72%	366,417	+12%

Director Updates

STAFFING UPDATES

Child Support Specialist, Enforcement Vacancy—Ms. Ashantae Burton accepted a promotion to the position of Child Support Specialist, Enforcement. Ashantae has fulfilled Clerk II duties in the department since September 2013. Ashantae will begin training/transitioning to her new duties as we recruit for and begin the training process for her replacement.

Child Support Account Technician—the internal posting for this vacant position closed September 16th and interviews will be conducted in the near future.

SPSK GRANT UPDATES

Curriculum—currently conducting 9th round of parenting and employment services classes which occur during the 2nd and 3rd weeks of each month from 9am-2pm in room 200. As of September 15th, 2014, there are a total of 233 enrolled participants, 117 “regular” services and 116 “extra” services. Of the extra services group, 64% are employed or have been employed while enrolled in the grant. That percentage increases to 86% when the participant completes the PEER curriculum. Ongoing case management services are provided to any extra services enrollee over the course of the grant.

Participant Updates—the Brown County CSA was proud to have SPSK participants speak with the Administration Committee members at the August 28th meeting. Participants spoke to their accomplishments and ongoing endeavors since entering into the program. Their compelling testimonials are evidence that the SPSK program is making huge differences in the lives of those served.

Media Coverage—Reporter, Andrew Lacombe, from Fox 11 came to the Child Support Agency on September 11th. Director, Maria Lasecki was interviewed in addition to participants who have completed programming and those actively participating in current curriculum. Fox11’s story aired that evening on Fox 11. Then, on Sept 16th, WBAY visited the department and WFRV will do the same on Sept 18th. Further, the agency anticipates an article to be issued by the Green Bay Press Gazette regarding SPSK in the very near future.

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Washington, DC (OCSE)- On September 12th Senior Advisor for the US Department of Health & Human Services & expert researcher, Elaine Sorenson forwarded the Fox 11 news clip to all site leads in the US with a note; the Commissioner of Office of Child Support Enforcement, Vicki Turetsky is sharing the news item with everyone she knows. Again, the agency is invigorated by the positive results/initial outcomes the grant is realizing, not only for the participants but intrinsic rewards for staff.

Maria continues participation on OCSE Strategic Planning teleconferences on a weekly basis.

WORK GROUP UPDATES - With the addition of new staff, it was decided to open up the workgroups to any new members and/or anyone wishing to step away from a group due to workload, is given that opportunity.

Website – Karen Ferry and Laura Kowols have begun training with Technology Services to learn how to make changes to our current website. We look forward to the addition of more online services for our participants.

FunShine- This committee has reorganized and made plans for fun events thru the end of the year. Some upcoming events include: “Talk like a pirate day”, Fall Harvest Pot Luck, Halloween costume contest and an exciting Holiday get together. Their motto “We can have fun and work at the same time”.

Future Work Group collaborations/updates continue to develop

LEAN UPDATES & HAPPENINGS: Child Support Enforcement worker, Susie Berth participated in a LEAN Kaizen with Human Services Child Protection staff which was conducted to address child placement outside the home and subsequent referrals made to the CSA.

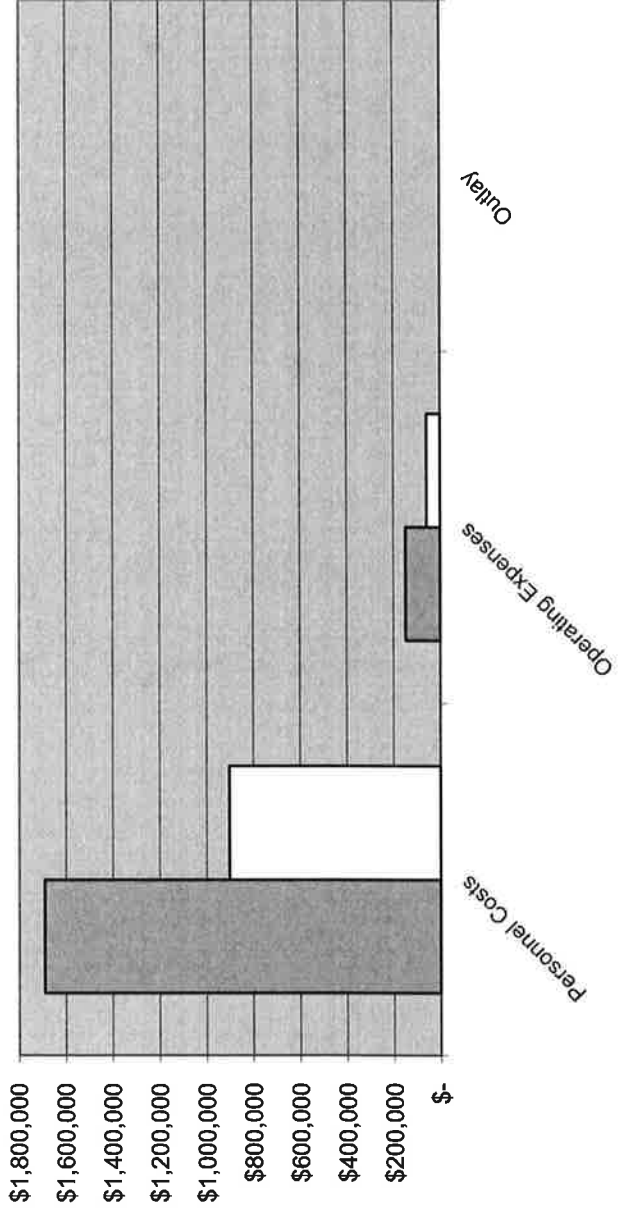
HIGHLIGHTS:

Revenues: Other financing sources variance is reimbursement for project team personnel costs which is trending lower due to vacancy of project team members.

Expenses: Actual personnel costs are lower due to vacancy of senior accountant position filled 4-7-14, vacancy of administrative/grants coordinator position filled 5-27-14 and project team member vacancies as noted above.

	Amended	YTD	% of
	Budget	Actual	Budget
Property Tax Revenue	\$ 1,203,959	\$ 802,639	67%
Miscellaneous Revenue	\$ -	\$ 146	0%
Other Financing Sources	\$ 635,515	\$ 263,878	42%
Personnel Costs	\$ 1,690,901	\$ 902,196	53%
Operating Expenses	\$ 148,573	\$ 57,292	39%
Outlay	\$ -	\$ -	0%

Administration August, 2014



2014 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
14-75	8/22/14	Clerk of Circuit Courts	Allocate 2014 budget amount to newly created revenue accounts.	1	Approved 8/22/14	N	--	J4313
14-76	8/22/14	Human Services	This request is for a transfer between supplies and equipment non-outlay in the Dietary Department. The current proof box has a broken water line and pump. It cannot be fixed because it is obsolete and parts are no longer available. Bread is currently being proofed in the Combi oven, which does not proof the bread to the quality expected.	1	Approved 8/22/14	N	--	
14-77	9/11/14	Sheriff's Office	The cost for the approved Sheriff's Office storage building project (RFP) is \$436,000. The 2014 budgetary estimate for the construction of the project was \$250,000. Of that \$250,000, \$25,500 had been spent for architect fees (\$220,500 remaining). This adjustment increases the budget for the building by transferring budget savings in 2014 from the Sheriff's Office retirement fringes to the project.	6	Approved 9/11/14	Y	Public Safety- 9/17/14 Co Bd 9/17/14	

DEPARTMENT OF ADMINISTRATION

Brown County

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CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

September 15, 2014

Committee Date
September 25, 2014

TO: Administration Committee

FROM: Chad Weininger
Director of Administration

SUBJECT: September Director's Report

I. Risk & Purchasing Department

Claims: Nine claims were filed against the County. Six claims related to road maintenance (i.e. potholes, tar sealant, road paint, and windshield and vehicle body damage allegedly due from flying debris). There were also two inmate and one employee-related claims. The ninth claim involved an incident with a snow plow.

Training: County employees completed 18 LocalGovU training courses in August. Additional Safety National courses were made available to Resource Recovery employees and five ADRC employees were provided access.

Purchasing: The department is implementing a more effective way to reuse County owned property internally through the intranet. Departments will be able to post unneeded items or wanted items prior to the County selling surplus property.

II. Finance Department

2015 Budget: Finance is in the process of completing the County Executive's 2015 budget, and the proposed budget will be delivered to County Board members on Wednesday, October 1st, 2014.

Moody's Call: Finance will have a bond rating call with Moody's for the refunding of the Airport and General Obligations bonds. Currently, the County holds Moody's highest bond rating of Aaa which helps lower our overall debt. The County is one of only a handful of government entities in Wisconsin that have been able to maintain that rating.



Management Discussions:

Wisconsin Department of Veterans Affairs terminated its 2014 grant with Brown County due to an audit of the County Veterans Service Office (CVSO). As a result we created internal controls to address audit finds and we are awaiting a response as to the reinstatement of the grant.

Emergency Management Port Security Grant expenditures were not reimbursed to Brown County as a result of the Green Bay Police Department closing out the grant. Invoices were submitted to the Green Bay Police Department however, they did not receive the paid invoices prior to closing out the grant. We are seeking assistance from our federal congressional delegation to remedy the situation with Department of Homeland Security.

Bonding Overview and Disclosures. Discussion regarding bonding disclosure and public transparency.

III. Logos & Kronos Project Implementation Update

Fixed Assets: The Logos Fixed Assets Project is still on schedule to go-live on January 1, 2015.

Financial System Implementation Project: The Financial Systems Project Team continues to work with the County Treasurer's Office to implement Revenue Collection and Miscellaneous Billing.

Kronos: The Financial Systems Project Team was assigned the remaining Departments for the Time and Attendance Project (Kronos) on June 25, 2014. The Medical Examiner, Court/Bailiffs, Library and Parks have been implemented. The next departments are Corrections and Public Safety.

If you have any questions, please feel free to contact me at 448-4035.

cc: Troy Streckenbach – County Executive